THE RARE BOOK AND MANUSCRIPT LIBRARY

ANNUAL REPORT

FY 2000 - 2001

FY2001 in the Rare Book and Manuscript Library was a year of consolidation and hard work. Although there was a slight downward fluctuation in the number of onsite reader visits, the Reading Room was busy most days, often with all seats filled. The number of classes given in the Library and the number of students attending them rose dramatically, thanks to a new outreach program initiated by the Librarian for Public Programs and Services. Manuscript processing projects, formerly distributed among a shifting group of students and staff members, were brought together under the supervision of the Coordinator of Technical Services for the Manuscript Division, and substantial progress was made on three ongoing grant projects - the Digital Scriptorium, the John Jay Digital Imaging Project, and the Marshall Peter Chang Papers. The Library's Web presence was augmented by the addition of electronic finding aids, bringing the current total of Web accessible finding aids to ~~82~~ 104. Predictably, the three most heavily used collections of the year were ones whose finding aids had been mounted since the beginning of FY2001. The seemingly endless upgrade of the Library's electronic security system was finished in May, and for one brief period (November to February), every position in the Library was filled.

Collection Use

Four thousand seven reader visits were recorded in FY2001. This is a 12% drop from FY2000, but brings the statistic to approximately the same level as FY1999, i.e., about 17 readers per day. ~~156~~ 144 of these readers came from a wide variety of countries outside the

United States, including 28 from England, 15 from Canada, 14 each from Germany and Russia, 13 from China, 12 from Japan, 11 from Italy, 9 from France and smaller numbers from Australia, the Czech Republic, Israel, the Netherlands, Spain, Sweden, Hungary, India, Poland, Georgia, Ireland, Portugal, Switzerland, and elsewhere. Despite the apparent drop in onsite readers, the number of books and manuscript items used (and shelved) rose to 11,220 and 3,571,391, respectively from 9,106 and 2,567,979. The numeric discrepancy arises from heavy inhouse use of the collections, particularly the oral histories. The actual charge and renewal figure for FY2001 was more in line with the reader-visit figure: 109,681 charges (down from 132,324) and 32,924 (down from 40,508) renewals. The number of Bakhmeteff items used was 734,677. These are still substantial numbers and compare well with those of our peer institutions.

Offsite users continued to ask the help of the staff. The Carnegie Corporation collections alone generated 160 reference requests. 3,098 telephone reference requests were received by the RBML reference desk, in addition to 4,040 general information and administrative inquiries. 1,955 mail or e-mail reference queries about the collections were answered by the curators. These included 661 general manuscript inquiries, 420 book questions, and an astonishing 800 Bakhmeteff e-mail queries (the Bakhmeteff curator also answered 278 on site reference questions). As might be expected, the mode of request is now predominantly electronic. In the Carnegie collections, for example, between November 1 and June 31, there were 71 e-mail requests, as opposed to only 14 surface mail queries. 121 formal permissions to publish material on paper or on the web were granted, and 27,933 photocopies were made by the staff for users. Ten dissertations and 165 boxes of manuscripts were retrieved from offsite storage for researchers.

Classes and Public Programs

191 classes and public programs were held in the Rare Book and Manuscript Library spaces, attracting 3,501 attendees. This is a big jump from the previous year, and represents a new initiative by the Library, as well as concerted effort from Jennifer Lee, our new curator of Public Programs and Services. Philip Napoli, the Curator of the Lehman Suite, also developed lively and well-attended programs to enhance use of the Suite and the research collections there.

One of the most successful new programs has been the Core Curriculum Laboratory program, developed by Ms. Lee and offered to faculty members teaching sections of undergraduates in the Literature/Humanities segment of the Columbia Core. Working in collaboration with the Core Curriculum Office of the College, the Library held an Open House for Lit/Hum teachers in October, 2000 to introduce them to the primary resources held by RBML. Ten Lit/Hum sections then met throughout the year in the Chang Room where they were given the opportunity to examine medieval and Renaissance manuscripts, early printed books and artifacts relating to the history of the texts and their emergence in modern formats. This program proved to be one of the most popular ever held here, and will be repeated this year.

Other classes held in the Library included three sessions of a musicology course taught by Professor Susan Boynton of the Music Department who used liturgical manuscripts and early books; the Spenser seminar, taught by Anne Prescott of Barnard; the Historian's Craft, an introduction to primary sources for history majors given by Professor Anders Stephanson; a session for graduate students in Classics taught by Raffaella Cribiore; a class for sophomore English majors taught by Professor James Shapiro; and a class on scribal production in the Middle Ages taught by Consuelo Dutschke and Andrea Solomon.

Faculty members from Pratt Institute and New York City Technical College brought classes in on three occasions to study the American Type Founders Company Library exhibition.

Programs and lectures offered to the general public included a three-session introduction to the Medieval Book, taught by Consuelo Dutchske, Maria Fredericks (Library Conservator), and Professor Richard Bulliett of the History Department. These three two-hour presentations were offered to Associates of the Rare Book and Manuscript Library and attracted a solid group of attendees. The New York chapter of the American Printing History Association enjoyed a curator's tour of the exhibition *Type to Print: The Book and the Type Specimen Book - Celebrating Sixty Years of the American Type Founders Company Library & Museum at Columbia.* In December, a special "walkthrough" of the Audubon Elephant Folio was offered to members of the Stephen Whitney Phoenix Society, a small group of RBML supporters who had each given $1,000 or more to the Library, and in April, a 50th anniversary party was organized in honor of the founding of the Bakhmeteff Archive of Russian and East European Culture. The Seventh Annual Book Arts lecture, "The Geometry of Humanism: Albrecht Durer and the Roman Capital Letter Form" was given by David Pankow, Curator of the Melbert C. Cary, Jr. Graphic Arts Collection at the Rochester Institute of Technology. Approximately 80 people attended the January 23 talk, which was made possible by a donation from the Peck Stacpole Foundation.

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Finally, the Gilder-Lehrman Fellowship Program, designed to provide research opportunities in American History, continued to select and send fellows to the Rare Book and Manuscript Library. These research fellowships, the only ones available here for outside researchers, allow approximately ten fellows per year to work on projects using manuscripts and other primary resources in the RBML collection.

Exhibitions

The summer exhibition, *Columbia Collects the Twentieth Century: From Freud to Dove*, was followed by the aforementioned *Type to Print* exhibition, which opened on November 28 and remained in place until March 30. The typographic show, which filled all 15 RBML exhibition cases, was in turn followed by *From Hippocrates to Gray's Anatomy: Highlights from Archives & Special Collections of the Augustus C. Long Health Sciences Library,* a showcase of the little known rarities of the uptown Columbia collection. Highlights of this exhibition included a group of books and a manuscript from Freud's library and a representative sampling of images and manuscripts from the Library's Florence Nightingale collection. Special tours of the exhibition were arranged for members of the Medical School faculty and administration. In the Donor's Room, a small exhibition commemorating the 150th

anniversary of Poe's death was followed by a display of some of our newly acquired Plimpton portraits of English authors and then by a Bakhmeteff collection anniversary exhibition.

In addition to the Butler exhibitions described above, a large and important exhibition of library materials was held in the Miriam and Ira D. Wallach Gallery in Schermerhorn Hall. *Architect of Dreams: The Theatrical Vision of Joseph Urban*, entirely comprised of manuscripts, drawings, books, and set models from the Rare Book and Manuscript, opened in October, 2000. It was curated by Professor Arnold Aronson of Columbia University's School of the Arts, with the assistance of RBML Urban Curator, Gwynedd Cannan, who assembled and prepared the materials for exhibition. Two scholarly programs, open to the public, were organized by Sally Weiner, the curator of Art Properties and manager of the Wallach Gallery, and, with her help, a substantial catalog was published, with an introduction by Professor David Rosand of the Art History department and essays by Professor Aronson, Ms. Cannan, and others. The exhibition received two highly favorable reviews in the *New York Times.*

In the Lehman Suite, three exhibitions of the work of New York artists Regina Granne, Susan Bee, and editorial cartoonist Anthony Gonsalez drew visitors and inspired an online review.

Collection Development

Perhaps the single most important gift of books in FY2001 was the donation of a collection of rare first editions from Mrs. Alene Bricken, including *Sense and Sensibility*, *Little Women,* and many rare printings of the poetry of Edna St. Vincent Millay. The gift was appraised at $48,150. The donor has promised the library a first edition of *Pride and Prejudice* within the current calendar year. Other significant gifts of books include a ten volume set of

St. Augustine, *Omnium Operum (*Paris: Carol Guillard, 1541); *The Constitutions of the Several Independent states of America*, and related publications (Philadelphia: Francis Bailey, 1781); 16 books related to or by the economists Harold Laski and John Maynard Keynes, inscribed to Estelle Frankfurter; a group of 18th-century English publications; and several artist books for the graphic arts collection. 195 rare books were purchased, along with 32 groups of manuscripts or single significant items.

93 invoices were paid to 62 dealers, exhausting nearly all of the expendable collection funds by the end of the academic year.

Among the manuscript and archival collections added this year were the papers of Arthur Levitt, former chairman of the Securities and Exchange Commission (22 boxes); the archives of PriceWaterhouseCoopers (160 boxes); the papers and books of Sol Stein, former owner of Stein and Day publishers; 15 boxes of W.W. Norton papers (including Horace Liveright papers); 21 diaries (1900-1940) kept by the Hungarian political figure Jmre Forbath; 10 cartons of Arthur Goldsmith's papers, including lectures, book manuscripts and correspondence; 35 cartons of the papers of philanthropist Joseph Slater; 10 linear feet of material relating to welfare law from Henry Freedman, and the Arthur Goldman papers (165 cartons, including 1,552 audio tapes of interviews and 39 video tapes). Substantial additions were made to the Dawn Powell Papers; the Manuel Komroff papers; the Curtis Brown archives; the Fred Friendly papers; the Carnegie Corporation Papers; the papers of the George Borchardt and Don Congdon literary agencies; the Book Industry Study Group archives; the Frederick Hoffman papers; the papers of Fritz Stern; the Jacques Barzun papers; the Paul Lazarsfeld papers; and the Bella Abzug papers, among others. Important gifts to or puchases for the Bakhmeteff Archive, in addition to the Forbath diaries, included Karsavin-Suvchinskaya family correspondence; the Vladimir Vodoff papers; the Rosenfeld

Collection, the Spasoye Yefremovich papers and additions to the New York Group (Ukrainian) archives. In addition to the 3 boxes of taped interviews with Armenian holocaust survivors received at the end of FY2000 and the 1,591 tapes in the Goldman collection above, the audio/visual collections were augumented by 3 linear feet of phonograph records of speeches by Lenin and Stalin; 8 cartons (11 linear feet) of taped interviews with literary figures, done in the 1960s and 1970s by Charles Ruas of WBAI radio; and video interviews with Arthur Levitt.

Acquisition discussions are currently underway with representatives of the David Dinkins papers; the Malcolm X papers; the New York State Democratic Party; and public television station WMHT in Albany, which is offering 30 years of video-taped interviews with New York State political figures from the program " Inside Albany." Collections that have been formally acquired but not received in their entirety include the Murray Kempton papers; many of the Fred Friendly Papers; the Leo Lerman Papers; and the Corliss Lamont Papers. The latter two were bequests that the estates have not been willing to give up. The Office of the General Counsel will be working with us on this problem.

Finally, because of a bequest to the Libraries from the late Paul Oskar Kristeller, funds for buying medieval manuscripts became available for the first time in many years. Special thanks is due to the Kristeller committee who voted to provide a $23,000 allowance each year until 2004 for this purpose.

Preservation and Access

2,980 monographs were cataloged in FY2001, an increase of 350 volumes over FY2000. These included books from the James Kent Library (legal works from Columbia's first professor of law), books from the Plimpton collection (education and teaching), gift books from the William Bronk estate, and transfers from the science library. 141 volumes

were transferred from the general stacks and 35 volumes added as second copies. 162 dealer or auction catalogs, 67 serial items, and 102 reels of microfilm were added.

Preservation activities were directed toward exhibition preparation including a survey of liturgical manuscripts to be restored for exhibition in 2002, preparation of selected books for the Health Sciences exhibition, and book and manuscript preparation for the Urban exhibition in the Wallach gallery. In addition to these, 9 items were matted and 26 conserved in house. Binding cases were prepared for 1,240 items, including boxes for 299 rare items and 42 non-rare items, 229 portfolio binders, and 670 boxes. In addition to the exhibition work, 26 items were conserved by the Conservation staff. A conservation intern, working under the direction of Maria Fredericks, performed a rehousing project for a selected group of Urban stage models, the results of which became part of the National Endowment for the Humanities proposal for preservation of and access to the Joseph Urban set designs.

The processing of manuscript collections has included old and new work: new additions to RBML have been processed and a number of older collections have been reprocessed and encoded for electronic access. Among the larger collections completed this year or nearing completion are the Bureau of Applied Social Research papers (3,152 records in the database, describing 165 boxes of material); the Harrison Salisbury papers (6,058 items on database for 680 boxes); the Mary Lasker papers (1,133 items in 811); the papers of writer Rafael de Zayas Enriquez, the father of Marius De Zayas (12 boxes; 2,500 items); the William Goldman papers (557 records for 220 boxes of material; the Jerome Moross papers (61 boxes); the Florine Stettheimer papers (379 records for 15 boxes) and the Carnegie Corporation addition (550 boxes). 24 theater collections were processed with funding from

the Gladys Krieble Delmas Foundation (see below). 81 collections have had material added, all of which required the updating of AMC records.

Processing of the Marshall Peter Chang papers began in July, 2000. The work has continued throughout FY2001, with the intent of finishing before the announced target date of June, 2002, when a formal opening will take place.

Finding Aids on the Web have been redesigned to make navigation easier to understand and tract. A "Download/Print" option has been added. 82 finding aids have now been published online. We continue to see results from this publication. The most heavily used collections in the Reading Room and those receiving the most mail and e-mail attention are Tennessee Williams, Varian Fry, and Joseph Urban - all of which were recently converted to the EAD format and mounted on the RBML website.

Patrick Lawlor's hard work on facilitating EAD conversion and improving the readability of the manuscript web pages has been augmented by his own and Rudolph Ellenbogen's efforts to improve the RBML web site, an attempt that we hope to build on in FY2001. Another improvement already in place is the inclusion a list of images that can be ordered from existing negatives.

Digital Projects

Two significant digital projects are underway in RBML. They are in both cases externally funded. Thanks to careful planning, good luck and hard work on the part of the participating staff, both can be counted as successful efforts to use emerging technologies to extend access to scholarly resources.

The Digital Scriptorium, currently containing nearly ten thousand images from medieval and Renaissance manuscripts, was initially funded by the Andrew W. Mellon Foundation (1996). In the spring of 2000, a grant was received by Columbia's collaborator on this

project, the University of California at Berkeley to continue the work of the earlier grant. New partners in the DS, a database designed to provide searchable access to images, are the Huntington Library; the Ransom Research Center at the University of Texas; the New York Public Library; the University of Missouri; the University of California, Davis; Union Theological Center; Jewish Theological Center; Johns Hopkins University; the Grolier Club; and the De Bellis Collection of San Francisco State University.

Talks are underway with Harvard, Yale, the Library of Congress, the Free Library of Philadelphia, National Library of Scotland, Christ Church College and the Consortium of European Research Libraries (CERL) for further expansion. The main technical support so far has been provided by Berkeley, but a new grant from the Gladys Krieble Delmas Foundation (July, 2001) will provide funds for outsourcing the interface design. Consuelo Dutschke, the RBML Curator of Medieval and Renaissance Collections and the general editor of the project, has worked tirelessly to recruit new members and to perfect and develop the database.

The John Jay Papers Digital Imaging Project was funded in April, 2000 at $150,000. A part-time clerical assistant and project editor have been working closely with Angela Bukowy, the Libraries' Digital Imaging Coordinator, since the early fall to prepare materials for offsite keying and scanning. When the project is finished, in the summer of 2002, approximately 13,000 documents from and to John Jay and his contemporaries will be available on line, searchable by accession number, date, name of recipient and name of holding institution. Abstracts will be searchable by key word. James Baird, the project editor, meets regularly with the John Jay Papers Board of Advisors and with Jean Ashton, to discuss the progress of the grant and the design of the website and interface. Additional

monies for the project were raised from the Florence Gould Foundation and the Friends of the Libraries, but so far it looks like the database will come in under budget and on time.

We have all been disappointed that the online exhibition of Gilded Bindings remained incomplete throughout the year. A small selection from the *Type to Print* exhibition was mounted on the Web last year and will be expanded in FY2002. Jenny Lee has been learning the fundamentals of online publishing this summer, so we are confident that RBML will have a larger Web presence in the future.

Other Activities

Installation of the Y2K compliant replacement of the original security system software and completion of Phase 2 of the system took much of the year, and considerable staff attention. This phase was not declared complete until the end of the fiscal year. Some software and hardware upgrades are still required.

Three major floods and/or water leaks in the stacks and staff offices caused damage to the collections, requiring disaster assistance from the Preservation Division. Several collections were sent out for freeze-drying, but a number of books in the American Institute of Graphic Arts prize collection were damaged beyond repair. We will be attempting to replace these titles, but it is likely that not all of them will be available. A steam leak in the Rare Book Reading Room in August required emergency removal of all books from the room, which was then closed for two weeks while parts for the HVAC system were being acquired and installed.

Research Publications, Inc. contracted to microfilm 1,000 reels from books and pamphlets of the Seligman collection. Cameras and staff were brought to RBML in January. Work was completed on schedule by April 15. Additional work is planned for the future.

Both the Carnegie Corporation and HarperCollins Inc. approached RBML in FY2001 to discuss the terms and conditions of their uncompleted Deeds of Gift. The negotiations have been carried on with the assistance of University Counsel, but the issues involved are complex. The agreements have not yet been signed.

Staff Changes

In November, William Stingone joined the staff as Curator of the Carnegie Corporation Archives. Bill came to us from the New York Public Library, where he had been a manuscript curator before serving as a special assistant to the Director of the Research Libraries.

Gwynedd Cannan, who had come to RBML as a project curator for the Joseph Urban collection in March 1996, and had, after completing the Urban project, acted as general curator of the theater collections, left in early January 2001 to become Archivist of Trinity Church in Manhattan because there was no permanent funding for her position.

Aubry Anne D'Arminio was hired as a part-time book processor in July. She resigned at the end of the academic year.

Development

With the departure of the Libraries development officer, development activity languised in RBML. However, the new Stephen Whitney Phoenix Society continued to grow, albeit slowly. $17,163 was donated by its members for the programs and collections of RBML. The Rare Book and Manuscript Library Associates contributed $7,420 for the unrestricted fund. $8,961 was earned for the duplicate fund through permission fees and the sale of duplicates.

Gifts for special purposes included $28,050, received from Sylvia Radov for the purchase of current books from the publisher Vincent FitzGerald & Company; $40,000 from the Norman & Rosita Winston Foundation Inc. for processing the papers of Arthur Levitt; $45,000 from the Times-Mirror Company for the Murray Kempton Papers; $40,000 from Ruth Friendly, via the Journalism School, for the Fred Friendly papers; and $20,000 from William Golden for processing. $100,000 was received from PriceWaterhouseCoopers for processing its donated archives. $6,000 was awarded by the Harriman Institute for airplane tickets and housing for visitors from Russia during the forthcoming Bakhmeteff Library conference, October 11-13.

New grants included $10,000 from the New York Times Foundation for processing journalism collections and $25,000 from the Florence Gould Foundation towards completing the John Jay Digital Image database. The second payment of $40,000 from the Gladys Krieble Delmas Foundation, the last half of a grant given to prepare electronic finding aids for materials in the theater collection, was received in June 2000, and used for the salary of the curator of the theater collection, who managed to complete 24 of the promised 28 online finding aids before her departure four months before the end of the grant. A no-cost extension was given by the Foundation to enable us to complete the work during FY2002.

Work in Progress and Future Plans

Grant applications prepared by Janet Gertz, Director for Preservation, were submitted to the National Endowment for the Humanities, Division of Preservation and Access, for preservation of and access to the graphic and three-dimensional materials in the Joseph Urban collection, and for preservation reformatting of approximately 1,000 hours of audio tapes from the 1950s and 1960s held by the Oral History Research Office (see the

OHRO Annual Report). Results will be known in the late March or April 2002. A proposal to the NEH Research Programs Division was submitted for the September 1 deadline for completing Volumes III and IV of the letterpress edition of the Selected Papers of John Jay. A similar proposal will be submitted for the same project to the National Historical Publication and Records Commission. If the applications are successful, work on this project is scheduled to begin in the last quarter of FY2002.

Work continues on the preparation of book and archival materials for storage in the RECAP facility. Members of the staff have met with their counterparts at Princeton and the New York Public Library to discuss the requirements for transporting and storing special collections materials. Although most of the first year's allocation will be consumed by the materials already offsite at the Clancy warehouse, barcoding and rehousing the next shipment of materials will begin in the early fall.

The search for a replacement for Phil Napoli began in August 2001 and will continue until the position is filled.

The PriceWaterhouseCoopers Archivist, Jane Gorjevsky, began work in late July 2001. If the PriceWaterhouseCoopers work is complete before the money runs out for her position, she will work on collection processing in RBML. We are also planning to advertise for and hire a temporary archivist to process the Friendly, Kempton, Levitt and other funded collections. Other processing projects include the papers of novelist John Howard Griffin, the A.H. Raskin papers, the remaining BASR archive; and the Albert Goldman collection.

The David Dinkins papers are being assembled in the warehouse at 131st Street. We expect to look at the papers in early September, with the idea of developing a processing plan, to be carried out when it becomes clear that funding will be available.

A meeting with the special collections heads at Harvard and Yale will take place in September with the intent of discussing an NEH grant proposal for 2002 for increasing participation in the Digital Scriptorium.

A new initiative to create online exhibitions will begin with a Core Curriculum exhibition and an adaptation of the *Shakespeare and the Book* display. Other exhibitions and programs scheduled for FY2002 include a program for student book collectors; a reading by Herman Wouk; a program celebrating Dawn Powell, co-sponsored by the Library of America; an exhibition of the papers of American diplomat Charles Richard Crane; a conference, "Russian and East European Book and Manuscript Collections in the United States;" several Shakespeare programs; a gallery exhibition of liturgical manuscripts, complemented by an online exhibition with live music; and an exhibition on John Steinbeck and the theater.

Jean W. Ashton, Director
August 30, 2001

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In addition to the Butler exhibitions described above, a large and important exhibition of library materials was held in the Miriam and Ira D. Wallach Gallery in Schermerhorn Hall. *Architect of Dreams: The Theatrical Vision of Joseph Urban*, entirely comprised of manuscripts, drawings, books, and set models from the Rare Book and Manuscript, opened in October, 2000. It was curated by Professor Arnold Aronson of Columbia University's School of the Arts, with the assistance of RBML Urban Curator, Gwynedd Cannan, who assembled and prepared the materials for exhibition. Two scholarly programs, open to the public, were organized by Sally Weiner, the curator of Art Properties and manager of the Wallach Gallery, and, with her help, a substantial catalog was published, with an introduction by Professor David Rosand of the Art History department and essays by Professor Aronson, Ms. Cannan, and others. The exhibition received two highly favorable reviews in the *New York Times.*

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Digital Projects

Two significant digital projects are underway in RBML. They are in both cases externally funded. Thanks to careful planning, good luck and hard work on the part of the participating staff, both can be counted as successful efforts to use emerging technologies to extend access to scholarly resources.

The Digital Scriptorium, currently containing nearly ten thousand images from medieval and Renaissance manuscripts, was initially funded by the Andrew W. Mellon Foundation (1996). In the spring of 2000, a grant was received by Columbia's collaborator on this

project, the University of California at Berkeley to continue the work of the earlier grant. New partners in the DS, a database designed to provide searchable access to images, are the Huntington Library; the Ransom Research Center at the University of Texas; the New York Public Library; the University of Missouri; the University of California, Davis; Union Theological Center; Jewish Theological Center; Johns Hopkins University; the Grolier Club; and the De Bellis Collection of San Francisco State University.

Talks are underway with Harvard, Yale, the Library of Congress, the Free Library of Philadelphia, National Library of Scotland, Christ Church College and the Consortium of European Research Libraries (CERL) for further expansion. The main technical support so far has been provided by Berkeley, but a new grant from the Gladys Krieble Delmas Foundation (July, 2001) will provide funds for outsourcing the interface design. Consuelo Dutschke, the RBML Curator of Medieval and Renaissance Collections and the general editor of the project, has worked tirelessly to recruit new members and to perfect and develop the database.

The John Jay Papers Digital Imaging Project was funded in April, 2000 at $150,000. A part-time clerical assistant and project editor have been working closely with Angela Bukowy, the Libraries' Digital Imaging Coordinator, since the early fall to prepare materials for offsite keying and scanning. When the project is finished, in the summer of 2002, approximately 13,000 documents from and to John Jay and his contemporaries will be available on line, searchable by accession number, date, name of recipient and name of holding institution. Abstracts will be searchable by key word. James Baird, the project editor, meets regularly with the John Jay Papers Board of Advisors and with Jean Ashton, to discuss the progress of the grant and the design of the website and interface. Additional

monies for the project were raised from the Florence Gould Foundation and the Friends of the Libraries, but so far it looks like the database will come in under budget and on time.

We have all been disappointed that the online exhibition of Gilded Bindings remained incomplete throughout the year. A small selection from the *Type to Print* exhibition was mounted on the Web last year and will be expanded in FY2002. Jenny Lee has been learning the fundamentals of online publishing this summer, so we are confident that RBML will have a larger Web presence in the future.

Other Activities

Installation of the Y2K compliant replacement of the original security system software and completion of Phase 2 of the system took much of the year, and considerable staff attention. This phase was not declared complete until the end of the fiscal year. Some software and hardware upgrades are still required.

Three major floods and/or water leaks in the stacks and staff offices caused damage to the collections, requiring disaster assistance from the Preservation Division. Several collections were sent out for freeze-drying, but a number of books in the American Institute of Graphic Arts prize collection were damaged beyond repair. We will be attempting to replace these titles, but it is likely that not all of them will be available. A steam leak in the Rare Book Reading Room in August required emergency removal of all books from the room, which was then closed for two weeks while parts for the HVAC system were being acquired and installed.

Research Publications, Inc. contracted to microfilm 1,000 reels from books and pamphlets of the Seligman collection. Cameras and staff were brought to RBML in January. Work was completed on schedule by April 15. Additional work is planned for the future.

Both the Carnegie Corporation and HarperCollins Inc. approached RBML in FY2001 to discuss the terms and conditions of their uncompleted Deeds of Gift. The negotiations have been carried on with the assistance of University Counsel, but the issues involved are complex. The agreements have not yet been signed.

Staff Changes

In November, William Stingone joined the staff as Curator of the Carnegie Corporation Archives. Bill came to us from the New York Public Library, where he had been a manuscript curator before serving as a special assistant to the Director of the Research Libraries.

Gwynedd Cannan, who had come to RBML as a project curator for the Joseph Urban collection in March 1996, and had, after completing the Urban project, acted as general curator of the theater collections, left in early January 2001 to become Archivist of Trinity Church in Manhattan because there was no permanent funding for her position.

Aubry Anne D'Arminio was hired as a part-time book processor in July. She resigned at the end of the academic year.

Development

With the departure of the Libraries development officer, development activity languised in RBML. However, the new Stephen Whitney Phoenix Society continued to grow, albeit slowly. $17,163 was donated by its members for the programs and collections of RBML. The Rare Book and Manuscript Library Associates contributed $7,420 for the unrestricted fund. $8,961 was earned for the duplicate fund through permission fees and the sale of duplicates.

Gifts for special purposes included $28,050, received from Sylvia Radov for the purchase of current books from the publisher Vincent FitzGerald & Company; $40,000 from the Norman & Rosita Winston Foundation Inc. for processing the papers of Arthur Levitt; $45,000 from the Times-Mirror Company for the Murray Kempton Papers; $40,000 from Ruth Friendly, via the Journalism School, for the Fred Friendly papers; and $20,000 from William Golden for processing. $100,000 was received from PriceWaterhouseCoopers for processing its donated archives. $6,000 was awarded by the Harriman Institute for airplane tickets and housing for visitors from Russia during the forthcoming Bakhmeteff Library conference, October 11-13.

New grants included $10,000 from the New York Times Foundation for processing journalism collections and $25,000 from the Florence Gould Foundation towards completing the John Jay Digital Image database. The second payment of $40,000 from the Gladys Krieble Delmas Foundation, the last half of a grant given to prepare electronic finding aids for materials in the theater collection, was received in June 2000, and used for the salary of the curator of the theater collection, who managed to complete 24 of the promised 28 online finding aids before her departure four months before the end of the grant. A no-cost extension was given by the Foundation to enable us to complete the work during FY2002.

Work in Progress and Future Plans

Grant applications prepared by Janet Gertz, Director for Preservation, were submitted to the National Endowment for the Humanities, Division of Preservation and Access, for preservation of and access to the graphic and three-dimensional materials in the Joseph Urban collection, and for preservation reformatting of approximately 1,000 hours of audio tapes from the 1950s and 1960s held by the Oral History Research Office (see the

OHRO Annual Report). Results will be known in the late March or April 2002. A proposal to the NEH Research Programs Division was submitted for the September 1 deadline for completing Volumes III and IV of the letterpress edition of the Selected Papers of John Jay. A similar proposal will be submitted for the same project to the National Historical Publication and Records Commission. If the applications are successful, work on this project is scheduled to begin in the last quarter of FY2002.

Work continues on the preparation of book and archival materials for storage in the RECAP facility. Members of the staff have met with their counterparts at Princeton and the New York Public Library to discuss the requirements for transporting and storing special collections materials. Although most of the first year's allocation will be consumed by the materials already offsite at the Clancy warehouse, barcoding and rehousing the next shipment of materials will begin in the early fall.

The search for a replacement for Phil Napoli began in August 2001 and will continue until the position is filled.

The PriceWaterhouseCoopers Archivist, Jane Gorjevsky, began work in late July 2001. If the PriceWaterhouseCoopers work is complete before the money runs out for her position, she will work on collection processing in RBML. We are also planning to advertise for and hire a temporary archivist to process the Friendly, Kempton, Levitt and other funded collections. Other processing projects include the papers of novelist John Howard Griffin, the A.H. Raskin papers, the remaining BASR archive; and the Albert Goldman collection.

The David Dinkins papers are being assembled in the warehouse at 131st Street. We expect to look at the papers in early September, with the idea of developing a processing plan, to be carried out when it becomes clear that funding will be available.

A meeting with the special collections heads at Harvard and Yale will take place in September with the intent of discussing an NEH grant proposal for 2002 for increasing participation in the Digital Scriptorium.

A new initiative to create online exhibitions will begin with a Core Curriculum exhibition and an adaptation of the *Shakespeare and the Book* display. Other exhibitions and programs scheduled for FY2002 include a program for student book collectors; a reading by Herman Wouk; a program celebrating Dawn Powell, co-sponsored by the Library of America; an exhibition of the papers of American diplomat Charles Richard Crane; a conference, "Russian and East European Book and Manuscript Collections in the United States;" several Shakespeare programs; a gallery exhibition of liturgical manuscripts, complemented by an online exhibition with live music; and an exhibition on John Steinbeck and the theater.

Jean W. Ashton, Director
August 30, 2001

THE RARE BOOK AND MANUSCRIPT LIBRARY

ANNUAL REPORT

FY 2000 - 2001

FY2001 in the Rare Book and Manuscript Library was a year of consolidation and hard work. Although there was a slight downward fluctuation in the num1ber of onsite reader visits, the Reading Room was busy most days, often with all seats filled. The number of classes given in the Library and the number of students attending them rose dramatically, thanks to a new outreach program initiated by the Librarian for Public Programs and Services. Manuscript processing projects, formerly distributed among a shifting group of students and staff members, were brought together under the supervision of the Coordinator of Technical Services for the Manuscript Division, and substantial progress was made on three ongoing grant projects - the Digital Scriptorium, the John Jay Digital Imaging Project, and the Marshall Peter Chang Papers. The Library's Web presence was augmented by the addition of electronic finding aids, bringing the current total of Web accessible finding aids to 82. Predictably, the three most heavily used collections of the year were ones whose finding aids had been mounted since the beginning of FY2001. The seemingly endless upgrade of the Library's electronic security system was finished in May, and for one brief period (November to February), every position in the Library was filled.

Collection Use

Four thousand seven reader visits were recorded in FY2001. This is a 12% drop from FY2000, but brings the statistic to approximately the same level as FY1999, i.e., about 17 readers per day. 156 of these readers came from a wide variety of countries outside the

United States, including 28 from England, 15 from Canada, 14 each from Germany and Russia, 13 from China, 12 from Japan, 11 from Italy, 9 from France and smaller numbers from Australia, the Czech Republic, Israel, the Netherlands, Spain, Sweden, Hungary, India, Poland, Georgia, Ireland, Portugal, Switzerland, and elsewhere. Despite the apparent drop in onsite readers, the number of books and manuscript items used (and shelved) rose to 11,220 and 3,571,391, respectively from 9,106 and 2,567,979. The numeric discrepancy arises from heavy inhouse use of the collections, particularly the oral histories. The actual charge and renewal figure for FY2001 was more in line with the reader-visit figure: 109,681 charges (down from 132,324) and 32,924 (down from 40,508) renewals. The number of Bakhmeteff items used was 734,677. These are still substantial numbers and compare well with those of our peer institutions.

Offsite users continued to ask the help of the staff. The Carnegie Corporation collections alone generated 160 reference requests. 3,098 telephone reference requests were received by the RBML reference desk, in addition to 4,040 general information and administrative inquiries. 1,955 mail or e-mail reference queries about the collections were answered by the curators. These included 661 general manuscript inquiries, 420 book questions, and an astonishing 800 Bakhmeteff e-mail queries (the Bakhmeteff curator also answered 278 on site reference questions). As might be expected, the mode of request is now predominantly electronic. In the Carnegie collections, for example, between November 1 and June 31, there were 71 e-mail requests, as opposed to only 14 surface mail queries. 121 formal permissions to publish material on paper or on the web were granted, and 27,933 photocopies were made by the staff for users. Ten dissertations and 165 boxes of manuscripts were retrieved from offsite storage for researchers.

Classes and Public Programs

191 classes and public programs were held in the Rare Book and Manuscript Library spaces, attracting 3,501 attendees. This is a big jump from the previous year, and represents a new initiative by the Library, as well as concerted effort from Jennifer Lee, our new curator of Public Programs and Services. Philip Napoli, the Curator of the Lehman Suite, also developed lively and well-attended programs to enhance use of the Suite and the research collections there.

One of the most successful new programs has been the Core Curriculum Laboratory program, developed by Ms. Lee and offered to faculty members teaching sections of undergraduates in the Literature/Humanities segment of the Columbia Core. Working in collaboration with the Core Curriculum Office of the College, the Library held an Open House for Lit/Hum teachers in October, 2000 to introduce them to the primary resources held by RBML. Ten Lit/Hum sections then met throughout the year in the Chang Room where they were given the opportunity to examine medieval and Renaissance manuscripts, early printed books and artifacts relating to the history of the texts and their emergence in modern formats. This program proved to be one of the most popular ever held here, and will be repeated this year.

Other classes held in the Library included three sessions of a musicology course taught by Professor Susan Boynton of the Music Department who used liturgical manuscripts and early books; the Spenser seminar, taught by Anne Prescott of Barnard; the Historian's Craft, an introduction to primary sources for history majors given by Professor Anders Stephanson; a session for graduate students in Classics taught by Raffaella Cribiore; a class for sophomore English majors taught by Professor James Shapiro; and a class on scribal production in the Middle Ages taught by Consuelo Dutschke and Andrea Solomon.

Faculty members from Pratt Institute and New York City Technical College brought classes in on three occasions to study the American Type Founders Company Library exhibition.

Programs and lectures offered to the general public included a three-session introduction to the Medieval Book, taught by Consuelo Dutchske, Maria Fredericks (Library Conservator), and Professor Richard Bulliett of the History Department. These three two-hour presentations were offered to Associates of the Rare Book and Manuscript Library and attracted a solid group of attendees. The New York chapter of the American Printing History Association enjoyed a curator's tour of the exhibition *Type to Print: The Book and the Type Specimen Book - Celebrating Sixty Years of the American Type Founders Company Library & Museum at Columbia.* In December, a special "walkthrough" of the Audubon Elephant Folio was offered to members of the Stephen Whitney Phoenix Society, a small group of RBML supporters who had each given $1,000 or more to the Library, and in April, a 50th anniversary party was organized in honor of the founding of the Bakhmeteff Archive of Russian and East European Culture. The Seventh Annual Book Arts lecture, "The Geometry of Humanism: Albrecht Durer and the Roman Capital Letter Form" was given by David Pankow, Curator of the Melbert C. Cary, Jr. Graphic Arts Collection at the Rochester Institute of Technology. Approximately 80 people attended the January 23 talk, which was made possible by a donation from the Peck Stacpole Foundation.

In the Lehman Suite, Phil Napoli held two public programs, a first for the Suite. On February 7, the Suite played host to approximately 35 students who gathered to hear presentations concerning the archival resources available in the New York Area. Presenters from Princeton, Rockefeller Center Archives, and the New-York Historical Society joined Phil to explain to graduate researchers the use and nature of individual collections. The April 6 program was more ambitious; the Herbert H. Lehman Suite and Papers sponsored a

day-long conference entitled "Liberalism under Fire." Approximately 60 people attended to hear a succession of scholarly papers relating to the political climate of the 1950s in New York, a topic that had grown out of one of Senator Lehman's continuing concerns, the condition and legacy of liberalism in the years following the McCarthy period. Conference participants came to the Kellogg Center on the 15th floor of SIPA from as far away as the Netherlands to hear papers that covered a range of subjects from jazz to the politics of Brownsville to the career of Franklin Delano Roosevelt, Jr. The State University Press has agreed to publish a selection of papers from this successful event.

Finally, the Gilder-Lehrman Fellowship Program, designed to provide research opportunities in American History, continued to select and send fellows to the Rare Book and Manuscript Library. These research fellowships, the only ones available here for outside researchers, allow approximately ten fellows per year to work on projects using manuscripts and other primary resources in the RBML collection.

Exhibitions

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Patrick Lawlor's hard work on facilitating EAD conversion and improving the readability of the manuscript web pages has been augmented by his own and Rudolph Ellenbogen's efforts to improve the RBML web site, an attempt that we hope to build on in FY2001. Another improvement already in place is the inclusion a list of images that can be ordered from existing negatives.

Digital Projects

Two significant digital projects are underway in RBML. They are in both cases externally funded. Thanks to careful planning, good luck and hard work on the part of the participating staff, both can be counted as successful efforts to use emerging technologies to extend access to scholarly resources.

The Digital Scriptorium, currently containing nearly ten thousand images from medieval and Renaissance manuscripts, was initially funded by the Andrew W. Mellon Foundation (1996). In the spring of 2000, a grant was received by Columbia's collaborator on this

project, the University of California at Berkeley to continue the work of the earlier grant. New partners in the DS, a database designed to provide searchable access to images, are the Huntington Library; the Ransom Research Center at the University of Texas; the New York Public Library; the University of Missouri; the University of California, Davis; Union Theological Center; Jewish Theological Center; Johns Hopkins University; the Grolier Club; and the De Bellis Collection of San Francisco State University.

Talks are underway with Harvard, Yale, the Library of Congress, the Free Library of Philadelphia, National Library of Scotland, Christ Church College and the Consortium of European Research Libraries (CERL) for further expansion. The main technical support so far has been provided by Berkeley, but a new grant from the Gladys Krieble Delmas Foundation (July, 2001) will provide funds for outsourcing the interface design. Consuelo Dutschke, the RBML Curator of Medieval and Renaissance Collections and the general editor of the project, has worked tirelessly to recruit new members and to perfect and develop the database.

The John Jay Papers Digital Imaging Project was funded in April, 2000 at $150,000. A part-time clerical assistant and project editor have been working closely with Angela Bukowy, the Libraries' Digital Imaging Coordinator, since the early fall to prepare materials for offsite keying and scanning. When the project is finished, in the summer of 2002, approximately 13,000 documents from and to John Jay and his contemporaries will be available on line, searchable by accession number, date, name of recipient and name of holding institution. Abstracts will be searchable by key word. James Baird, the project editor, meets regularly with the John Jay Papers Board of Advisors and with Jean Ashton, to discuss the progress of the grant and the design of the website and interface. Additional

monies for the project were raised from the Florence Gould Foundation and the Friends of the Libraries, but so far it looks like the database will come in under budget and on time.

We have all been disappointed that the online exhibition of Gilded Bindings remained incomplete throughout the year. A small selection from the *Type to Print* exhibition was mounted on the Web last year and will be expanded in FY2002. Jenny Lee has been learning the fundamentals of online publishing this summer, so we are confident that RBML will have a larger Web presence in the future.

Other Activities

Installation of the Y2K compliant replacement of the original security system software and completion of Phase 2 of the system took much of the year, and considerable staff attention. This phase was not declared complete until the end of the fiscal year. Some software and hardware upgrades are still required.

Three major floods and/or water leaks in the stacks and staff offices caused damage to the collections, requiring disaster assistance from the Preservation Division. Several collections were sent out for freeze-drying, but a number of books in the American Institute of Graphic Arts prize collection were damaged beyond repair. We will be attempting to replace these titles, but it is likely that not all of them will be available. A steam leak in the Rare Book Reading Room in August required emergency removal of all books from the room, which was then closed for two weeks while parts for the HVAC system were being acquired and installed.

Research Publications, Inc. contracted to microfilm 1,000 reels from books and pamphlets of the Seligman collection. Cameras and staff were brought to RBML in January. Work was completed on schedule by April 15. Additional work is planned for the future.

Both the Carnegie Corporation and HarperCollins Inc. approached RBML in FY2001 to discuss the terms and conditions of their uncompleted Deeds of Gift. The negotiations have been carried on with the assistance of University Counsel, but the issues involved are complex. The agreements have not yet been signed.

Staff Changes

In November, William Stingone joined the staff as Curator of the Carnegie Corporation Archives. Bill came to us from the New York Public Library, where he had been a manuscript curator before serving as a special assistant to the Director of the Research Libraries.

Gwynedd Cannan, who had come to RBML as a project curator for the Joseph Urban collection in March 1996, and had, after completing the Urban project, acted as general curator of the theater collections, left in early January 2001 to become Archivist of Trinity Church in Manhattan because there was no permanent funding for her position.

Aubry Anne D'Arminio was hired as a part-time book processor in July. She resigned at the end of the academic year.

Development

With the departure of the Libraries development officer, development activity languised in RBML. However, the new Stephen Whitney Phoenix Society continued to grow, albeit slowly. $17,163 was donated by its members for the programs and collections of RBML. The Rare Book and Manuscript Library Associates contributed $7,420 for the unrestricted fund. $8,961 was earned for the duplicate fund through permission fees and the sale of duplicates.

Gifts for special purposes included $28,050, received from Sylvia Radov for the purchase of current books from the publisher Vincent FitzGerald & Company; $40,000 from the Norman & Rosita Winston Foundation Inc. for processing the papers of Arthur Levitt; $45,000 from the Times-Mirror Company for the Murray Kempton Papers; $40,000 from Ruth Friendly, via the Journalism School, for the Fred Friendly papers; and $20,000 from William Golden for processing. $100,000 was received from PriceWaterhouseCoopers for processing its donated archives. $6,000 was awarded by the Harriman Institute for airplane tickets and housing for visitors from Russia during the forthcoming Bakhmeteff Library conference, October 11-13.

New grants included $10,000 from the New York Times Foundation for processing journalism collections and $25,000 from the Florence Gould Foundation towards completing the John Jay Digital Image database. The second payment of $40,000 from the Gladys Krieble Delmas Foundation, the last half of a grant given to prepare electronic finding aids for materials in the theater collection, was received in June 2000, and used for the salary of the curator of the theater collection, who managed to complete 24 of the promised 28 online finding aids before her departure four months before the end of the grant. A no-cost extension was given by the Foundation to enable us to complete the work during FY2002.

Work in Progress and Future Plans

Grant applications prepared by Janet Gertz, Director for Preservation, were submitted to the National Endowment for the Humanities, Division of Preservation and Access, for preservation of and access to the graphic and three-dimensional materials in the Joseph Urban collection, and for preservation reformatting of approximately 1,000 hours of audio tapes from the 1950s and 1960s held by the Oral History Research Office (see the

OHRO Annual Report). Results will be known in the late March or April 2002. A proposal to the NEH Research Programs Division was submitted for the September 1 deadline for completing Volumes III and IV of the letterpress edition of the Selected Papers of John Jay. A similar proposal will be submitted for the same project to the National Historical Publication and Records Commission. If the applications are successful, work on this project is scheduled to begin in the last quarter of FY2002.

Work continues on the preparation of book and archival materials for storage in the RECAP facility. Members of the staff have met with their counterparts at Princeton and the New York Public Library to discuss the requirements for transporting and storing special collections materials. Although most of the first year's allocation will be consumed by the materials already offsite at the Clancy warehouse, barcoding and rehousing the next shipment of materials will begin in the early fall.

The search for a replacement for Phil Napoli began in August 2001 and will continue until the position is filled.

The PriceWaterhouseCoopers Archivist, Jane Gorjevsky, began work in late July 2001. If the PriceWaterhouseCoopers work is complete before the money runs out for her position, she will work on collection processing in RBML. We are also planning to advertise for and hire a temporary archivist to process the Friendly, Kempton, Levitt and other funded collections. Other processing projects include the papers of novelist John Howard Griffin, the A.H. Raskin papers, the remaining BASR archive; and the Albert Goldman collection.

The David Dinkins papers are being assembled in the warehouse at 131st Street. We expect to look at the papers in early September, with the idea of developing a processing plan, to be carried out when it becomes clear that funding will be available.

A meeting with the special collections heads at Harvard and Yale will take place in September with the intent of discussing an NEH grant proposal for 2002 for increasing participation in the Digital Scriptorium.

A new initiative to create online exhibitions will begin with a Core Curriculum exhibition and an adaptation of the *Shakespeare and the Book* display. Other exhibitions and programs scheduled for FY2002 include a program for student book collectors; a reading by Herman Wouk; a program celebrating Dawn Powell, co-sponsored by the Library of America; an exhibition of the papers of American diplomat Charles Richard Crane; a conference, "Russian and East European Book and Manuscript Collections in the United States;" several Shakespeare programs; a gallery exhibition of liturgical manuscripts, complemented by an online exhibition with live music; and an exhibition on John Steinbeck and the theater.

Jean W. Ashton, Director
August 30, 2001

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ANNUAL REPORT
FY 2001

ORAL HISTORY RESEARCH OFFICE

Mary Marshall Clark, Director

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK
ORAL HISTORY RESEARCH OFFICE

Report on Recent Projects and Initiatives: July, 1999 - July, 2001

Over the last two years, the Columbia University Oral History Research Office has continued to build the collection in very important ways and has also strengthened the development of oral history as a field and an interdisciplinary methodology. The Oral History Research Office continues to be the world's leading center for training and research in oral history. The Office has also added significant new interviews to the collection, and has continued to explore new frontiers in audiovisual recording and new media initiatives.

Educational Initiatives and Public Outreach

The Summer Institute on Oral History

The 10th annual Summer Institute in Oral History, a two week seminar on the methods, theories and uses of oral history, was held June 18 - 29th, 2001. The program, *Documenting Social Change and Social Memory,* attracted a record number of applicants from a wide variety of academic fields as well as community activists and public historians. Alessandro Portelli, the world's leading writer in the field of oral history, joined the faculty for the full two week session and discussed his latest research on the memory of fascism in Rome. Portelli's recent book on the subject, *Ordine e Gia Stato Esequito Roma le Fosse Ardeantine la Memoria,* based on hundreds of oral histories, was awarded the Viareggio Prize for best work in non-fiction in Italy last year. Alexander Freund, Program Associate of the Oral History Research Office and former Rockefeller Fellow with the Oral History Office during the year 1999-2000, presented his work on twentieth century German immigration to the United States and Canada. Ann Cvetkovich, also a former Rockefeller Fellow at Columbia, presented her research on social movements that emerged from lesbian AIDS activism in the 1980s and early 1990s. Leslie Brown and Anne Valk discussed their experiences of organizing the Behind the Veil Project at Duke University, where over 1,200 African Americans throughout the South were interviewed about their encounters with racism during the Jim Crow era. Ronald Grele and Mary Marshall Clark lectured on the history, ethics and the practice of oral history.

The 2000 Summer Institute, *History, Memory and Trauma*, featured the research of scholars and writers who have documented and interpreted the long term effects of trauma on memory. Kim Lacy Rogers, author of several major volumes on oral history and the civil rights era, lectured on the impact of struggle on memory in conditions of poverty and violence. Jack Saul, Director of the New York University Center for Trauma Studies, discussed the uses of oral history to elicit testimony from survivors of war and torture. Columbia graduate Karen Malpede, New York City artist and award winning playwright, discussed the transforming role of oral history for the theater as well as communities and individuals whose stories form the basis for performances.

The Summer Institute on Oral History has attracted fellows from a wide variety of backgrounds. Past fellows include graduate students, writers, historians, journalists, filmmakers, psychologists and social workers, librarians and research scholars from all disciplines. It also attracts community scholars, artists and public historians.

801 Butler Library, Box 20 Mail Code 1129 535 West 114th Street New York, NY 10027 212-854-2273 Fax 212-854-5378

The Rockefeller Foundation Fellowship Program

The Rockefeller Foundation awarded the Oral History Research Office its prestigious fellowship program supporting research in the humanities in 1998. Through this grant the Oral History Research Office offered eight fellows from different disciplines and different parts of the world the opportunity to conduct cross-cultural and interdisciplinary research in collaboration with each other and the staff of the Office. In addition to the publications by individual scholars that have and will be produced from this intensive period of fellowship and research, a lasting outcome of this program was the establishment of a Columbia University Seminar on Oral History as a permanent program of the Oral History Research Office.

Fellows who completed their research with the Oral History Research Office during the year 2000 include: Dr, Iain Edwards, a South African historian who conducted research for his book on the armed struggle in the African National Congress, *Umkhonto we Sizwe: Orality, Clandestinity, Memory and Memoir*; Dr. Ann Cvetkovich, a literary critic who conducted research with AIDS activists for her book, *Legacies of Activism, Legacies of Trauma: ACT-UP's Lesbians;* German American historian Alexander Freund, who conducted oral histories for his book *Dealing with the Past Abroad: Germans, Jews and the Holocaust in Post-1945 North America*; and Dr. Robert Smith, a sociologist whose research for his forthcoming book, *Living in a Village that No Longer Exists: Migration, Transnational Life and Social Control*, demonstrated the impact of generation in the creation and dissolution of community borders.

The success of the fellowship program, which ended in the summer of 2000, demonstrated the value of oral history as a form of activity that promotes cross-disciplinary collaboration and research. The purpose of the fellowship program, which was to demonstrate that oral history is a developing field that bridges the humanities and social sciences , was fulfilled. The Oral History Research Office will build on the success of this program to offer scholars at Columbia University and beyond new intellectual resources.

The Office also sponsors visiting scholars. During the academic year 2000-2001, Dr. Gloria Wekker of Utrecht University in the Netherlands was a visiting scholar with the Oral History Research Office. Dr. Wekker wrote about oral history research she conducted with working-class women in Surinam on their gender and sexuality. Dr. Gina Hermann, on leave from Colby College for 2001-2002, has been appointed a visiting scholar for this calendar year. Dr. Hermann is working on a book called *The Self Writing War: The Radical Memoir in Spain*, and a collection of oral histories with leftist women activists who fought in the Spanish Civil War.

The Columbia University Seminar on Oral History

The Oral History Seminar that began in 1998 as a research seminar for the Rockefeller Fellows has become a permanently established university seminar, *Oral History Theory, Methodology and Representation.* During the academic year, 2000-2001, speakers included Drs. Ronald Bayer and Gerald Oppenheimer, authors of *AIDs Doctors: Voices from the Epidemic;* visiting scholar Dr. Gloria Wekker who discussed her research with Afro-Surimanese women; Gerald Fetner, on his biography of OHRO founder Allan Nevins; and Dr. Katie Hite of Vassar, who spoke about her oral histories with Chilean activists and revolutionaries, among others. The seminar is open to Columbia faculty, New York City academics and public historians.

Community Workshops

Mary Marshall Clark, Director of the Oral History Research Office, led a series of public workshops on community based oral history at the Bloomingdale Branch of the New York Public Library during the fall and spring of 2000-2001. These workshops contributed to a community wide effort already underway to construct an oral history project on the history of Park West Village, a neighborhood on the Upper West Side of Manhattan whose primary residence was razed by developer Robert Moses nearly fifty years ago. The project, an effort to document the community that survived among the mostly African American inhabitants who were displaced geographically around the city as a result of the redevelopment, has received attention and support from major media organizations, museums and libraries.

The staff of the Oral History Research Office offer several public workshops a year to expand knowledge and awareness of oral history. Other recent workshops include sessions with local churches who are involved in community work and advocacy.

Online Educational Resources

The Oral History Research Office has continued to update its website with information about the Collection, increasing awareness and use of interviews by historians and researchers around the country. During the spring of 2001, we launched a new program of putting the full text of selected interviews online with the publication of twenty-one sessions of our interview with Moe Foner. Foner, a lifelong labor organizer who founded *Bread and Roses,* the cultural arm of Local 1199, has been described as the poet laureate of American labor activism. Foner has turned his 1,010 page oral history into a political autobiography called *Not for Bread Alone: A Memoir by Moe Foner. Not For Bread Alone* is a riveting story of a life well lived, and demonstrates the literary value of oral history for works of autobiography and biography as well as history.

The Oral History Research Office will continue to publish selected life histories online.

Mary Marshall Clark, Director of the Oral History Research Office, is working with Digital Knowledge Ventures to launch an online oral history course called *Discovering Your Community Through Oral History*. The course is one of a series of courses offered by Columbia University as a part of its digital educational initiatives. The purpose of the course is to introduce students to the theory, history, methods and standards of oral history, and to give them the practical skills needed to conduct an oral history interview and manage a community oral history project.

Collaborations within Columbia University

The Oral History Research Office has recently begun to work with the University administration and faculty much more closely. While the staff of the Office have always been available to faculty, students and researchers on an individual basis, several recent projects indicate the value of a closer collaboration.

A History of Columbia University for its 250th Anniversary

For the past three years the Oral History Research Office has conducted interviews with leading Columbia professors and administrators on the history of the University and has processed interviews in the Collection that are related to university history as a part of the celebration of

Columbia University' 250th anniversary in 2004. Over the last two years, the Office has conducted interviews with Barbara Buoncristiano, George Fraenkel, Marion E. Jemmott, Leon Lederman, Paul Marks, Lionel Pincus, Herbert Robbins, Jerry Speyer and Alan Silver. An interview with President George Rupp was begun in the summer of 2001.

A History of Women at the Columbia Law School

The Columbia Law School has asked the Oral History Research Office to conduct a series of interviews with women who attended the Law School from the 1930s on their experience as women students, early leaders in the profession and as faculty. The project began in 1995 as a volunteer project of the Alumnae Association through a workshop offered by the Oral History Research Office and is now a professional activity of the Office. Over the past two years, interviews were conducted with Marilyn Bender, Phyllis S. Jaffe, Barbara L. Kaiser, Naomi B. Levine, Sally Falk Moore, Muriel Henle Reis, Beatrice Shainswit, Judith P. Vladeck and Nancy Wechsler.

The Malcolm X - Betty Shabazz Oral History Project

The Institute for Research on African American Studies and the Oral History Research Office have worked together to write a proposal to conduct a major audio and visual history of Malcolm X and Betty Shabazz. The project will be a direct collaboration between the Oral History Research Office and the Institute for Research on African American Studies, with a plan to produce more than 400 hours of audiotaped and videotaped oral history on the life and legacy of these two individuals. These interviews will contribute to online educational resources, and will constitute primary source material for the work of future generations of scholars.

The Collection

The Oral History Research Office, the only university based collection with national and international scope, has continued to build its archive in new and exciting ways. The purpose of the Collection is to provide narrative accounts of history to scholars and authors, and it is particularly satisfying to see the evidence of our Collection's value in authors' work. Over the last several years, there have been a number of notable publications based on interviews in our Collection. Among those are Thomas Fleming's *The New Dealers' War: F.D.R. and the World Within World War II*; Cary Reich's *The Life of Nelson A. Rockefeller: Worlds to Conquer, 1908-1958;* Travis Beal Jacobs' *Eisenhower at Columbia.* Two additional books, Susan Resnik's *Blood Saga: Hemophilia, AIDS, and the Survival of a Community* and Ronald Bayer and Gerry Oppenheimer's *AIDs Doctors: Voices from the Epidemic* are the result of direct collaborations with the authors whose interviews have been donated to the Collection. Drs. Bayer and Oppenheimer conducted eighty interviews with the first United States physicians to treat AIDS exclusively in their practices. With the publication of the book by Oxford Press in 2000, the interviews are now open and available for consultation.

Additional project and biographical interviews conducted during the period of July 1999-July 2000 include the following:

An Oral and Visual History of the Carnegie Corporation

The Oral History Research Office conducted 400 hours of audiotaped interviews on the Carnegie Corporation during the 1960s on the first 58 years of its existence. The Corporation requested an update of their history in 1996, and invited the Oral History Research Office to conduct a series of video interviews as well as audio interviews, and reflect on the impact of visual history on the traditional practice of oral history. To date, we have conducted 200 hours of audiotaped and transcribed interviews with individuals associated with the foundation including former grantees, who made up at least one-third of the interviewees. The inclusion of grantees in the process made it possible to conduct a critical history from a variety of individual perspectives and to assess the impact of grant-making over time.

We conducted 70 additional hours of videotaped interviews on digital betacam, formatted for wide-screen broadcast and designed for dissemination in multimedia environments. As a part of the video project, we conducted a series of interviews with leaders in the anti-apartheid struggle in South Africa which included an interview with Archbishop Emeritus Desmond Tutu, and edited a video on the history of the Carnegie Corporation's involvement in South Africa for dissemination to their Board of Trustees in 2000. The video is titled *Voices from South Africa: Excerpts from the Carnegie Coporation Oral History Project.* We also conducted a videotaped interview with former president Jimmy Carter on the history of the Carter Center.

During the year 2000-2001 we conducted interviews with Graham Allison, Ray Marshall, Ann Firor Scott, Wilma Tisch, Thomas Troyer and Evgeny Velikhov for the Carnegie Corporation project. We have conducted over 270 hours on the Carnegie project as a whole.

The impact of the grants from the Carnegie Corporation, totaling more than $760,000, will be felt for years to come, particularly in the field of visual recording.

A History of the Supreme Court: A Collaboration with the Supreme Court Historical Society

The Oral History Research Office has begun a series of life history and career interviews with former members of the Supreme Court, and individuals associated with the Supreme Court. The Office has conducted a full life history of Archibald Cox during the past year, and will begin on a second interview in the fall of 2001.

A History of the New York Bar

The Oral History Research Office has continued to conduct a series of interviews with judges on the history of the New York Bar. During the past year, the Oral History Research Office completed a full life history of Judge Bernard S. Meyer.

Donated Projects

In addition to interviews conducted for the Collection over the past two years, we have accepted donations of interviews that have been processed and added to the Collection. These projects include twenty-eight interviews with leading intellectuals donated by Joseph Dorman conducted for his film series *Arguing the World*, and eight interviews with international animal rights advocates, donated by an animal advocacy group *Recording Animal Advocacy* in Philadelphia. Interviews donated as a part of the *Arguing the World collection* include conversations with

Irving Howe, Alfred Kazin, Seymour Melman, Tom Hayden, Victor Navasky and Norman Poderetz, among others.

Individual Biographical Interviews

Individual life history interviews conducted by the Oral History Research Office over the last two years include interviews with Gerald Schoenfeld and Virginia Burkhardt on the history of the American theater, Arnold Scaasi on the history of American design and the fashion industry, and most recently, a life history with William T. Golden on his support and advocacy for advancements in science, technology and environmental research.

New Projects and Programs

The staff of the Oral History Research Office are working with a variety of groups and institutions to develop new research collaborations that will expand the scope of oral history and the work of the Office. One such collaboration that has developed recently is with the Yale Child Study Center, who wish to work with oral historians to develop a ethically sensitive approach to interviewing long term clients about their life experiences. This collaboration will extend the reach of oral history and allow us to develop partnerships with qualitative researchers and health providers who are aware of beneficial aspects of oral history interviewing.

The Office is increasingly seen as a resource for conducting historical research with individuals on social and political issues. We have recently been contacted, for example, by the Senior Advisor for Elections at the International Foundation for Election Systems to organize an oral history of major transitional elections of the 1980s and 1990s. The Office is regularly consulted by a range of scholars and professionals on ethical issues involving research with human subjects.

Professional Activities

The Oral History Research Office continues to exercise leadership in the field of oral history. Mary Marshall Clark is incoming president of the National Oral History Association. As vice-president, president-elect of the Association she is responsible for the 2001 annual meeting of the association, to be held October 17-21 in St. Louis, Missouri. The program of the meeting, *Documenting Memories of Struggle and Resistance*, has drawn 350 participants from all parts of the globe. Featured speakers include Dr. Manning Marable, Director of the Institute for Research in African-American Studies at Columbia University; Gertrude Fester, Commissioner for Gender Equality for the Constitutional Court in South Africa, and Dr. Stevan Weine, author of *History is a Nightmare: Lives and Memories of Ethnic Cleansing in Bosnia-Herzegovina* of the University of Illinois at Chicago, among others.

Staff

Dr. Ronald Grele, director of the Oral History Research Office, retired from the Office in October, 2000 after eighteen years of service. Under the directorship of Ronald Grele, the Office became an international center for oral history through publications, conferences and the development of courses and seminars. After a year-long search during 2000-2001, Mary Marshall Clark, formerly Associate Director of the Oral History Research Office was named Director. Her position became effective in June, 2001.

ORAL HISTORY RESEARCH OFFICE

Preliminary Mission and Planning Report

Mary Marshall Clark
August 31, 2001

The Oral History Program at Columbia University is a unit of the Columbia University Libraries, administered by the Columbia University Libraries through the Rare Book and Manuscript Library. The oldest and the best-known university-based oral history program in the world, its collection has been international in scope since the 1950s, comprising over 8,000 audiotaped and videotaped interviews with world, national and regional leaders as well as less known figures whose lives document and enrich the histories of social groups and communities. Records of these interviews are accessible through the archival materials data base on CLIO, and the Columbia University Libraries public catalog; transcripts may be read in the Rare Book and Manuscript Library.

I. *Mission of the Oral History Research Office and Program*

To document and preserve human knowledge and experience in all its aspects, historical, cultural, social and individual, through audio and video interviews, particularly with groups and individuals whose histories might otherwise not be recorded, and to advance the field of oral history.

To continue to build the Oral History Program at Columbia University as the international center for teaching the theory and methodology of oral history, setting standards for excellence in documentation and research, and to provide an interactive forum for the interpretation and dissemination of interviews in all media.

To collaborate with the faculty and research scholars of Columbia University, as well as partnering institutions, to conduct new research across disciplines and cultures working specifically to build partnerships within the diverse communities of New York City, to produce and facilitate the production of educational tools and digital knowledge resources for use in Columbia classrooms and digital knowledge ventures.

II. *Core Functions*

Program Development:

Develop programs that expand and strengthen the Oral History Program's contribution to the teaching and research programs of the University, influence the direction of the national and international oral history movement, and increase the assets of the library and university through the creation of visual interviews and multimedia productions.

Collection Development:

Expand the collection through the creation of new interviews and interdisciplinary projects and products, use existing resources to enhance the digital knowledge store already in formation, create new formats for documentation and dissemination, and preserve and digitize existing tapes and transcripts.

Research and Pedagogy:

Partner with Columbia faculty in many disciplines and with collaborating institutions to promote interdisciplinary and cross-cultural research, and work with educators and directors of new media resources to produce courses and multimedia content for use in courses on site and online.

Access and Dissemination in Old and New Media Formats:

Make the collection available for research on site and online, creating standards for the ethical use and dissemination of biographical interviews; create new formats for the preservation and dissemination of digital materials integrating text, image and sound.

Public Outreach:

Publicize the programs, resources and services of the Oral History Program through a state of the art interactive oral history Web site as well as through traditional media; develop additional partnerships with educational foundations, government agencies and other entities to preserve cultural and historic resources through training and education programs.

III. *Current Program Staff (reporting to Director of RBML)*

Director:

To create, preserve and disseminate historical and cultural knowledge through the production of interviews and interviewing projects on subjects of broad historical interest to the public as well as to Columbia University; expand the programs of the OHRO; build endowments to sustain the development of new educational programs and long-term preservation; expand the field of oral history through teaching, writing and the development of unique resources; plan and administer programs; act as liaison to Libraries and resource centers.

Associate Director:

To promote and implement the programs of the OHRO, build the collection through the production and acquisition of oral history interviews; teach and conduct training workshops and seminars; assist in fund raising and program administration; oversee day to day operations of the Office; service patrons; and assist in creating new formats for preservation, access and dissemination; work with Libraries staff to promote integration of access tools.

Part-time Office Assistant:

To assign tasks to work-study and casual employees, fulfill tasks related to research requests, assist patrons and the Director and Associate Director.

Work Study Students/Part-time casual employees:

To transcribe, edit and process oral history transcripts, fill research requests, perform routine office work.

IV. *Current Funding Sources*

Oral History Endowment
Bancroft Endowment
Earned Income

- Project overhead funding, annual Summer Institute, training programs, courses, photocopies, microfiche program, licensing of audio interviews.

V. *Strategic Development Plan*

Short term goals:

Build core staff and resources to develop and implement interim goals of improved access, collection development and new program and educational initiatives.

Priorities:

1. Prepare and enact a development plan to provide staff and financial security through a combination of entrepreneurial activity, increased university support, new endowments and foundation grants and gifts designed to increase the capacity of OHRO to develop its own projects.

- Hire full time program administrator to oversee office operations, reconcile budgets, prepare materials for access, preservation and dissemination.

- Hire collection manager/cataloger to update and digitize subject guides and catalogs for online dissemination, and develop comprehensive subject index.

- Work with the university development office to prepare a plan to raise a significant endowment to support short and long range goals.

2. Build media assets through developing digital video interviewing program and acquiring video collections, as well as digitizing existing collections.

3. Continue to work with Columbia faculty, CNMTL, DKV and Fathom to develop new courses and projects.

4. Work with CUL staff to identify tapes in greatest need of preservation and develop interim and long term preservation plans.

5. Develop courses in conjunction with faculty in Film, Journalism, Human Rights,
History and Anthropology and conduct methodology seminars upon request to link qualitative and quantitative research.

6. Work with CUL staff on development of space needs and equipment, work with School of Fine Arts to secure studio space for shooting and editing interviews.

Long term goal:

Develop the world's leading center for oral history research, teaching and documentation.

1. Create permanent, fully staffed oral history center, servicing the university as well as the public by providing workshops, fellowships and digital library resources.

2. Obtain substantial endowment funding for staff and programs.

3. Increase course and program offerings, building eventually towards a multidisciplinary masters program in oral history.

4. Solidify revenue streams to fund new projects and programs.

5. Implement prioritized long term preservation and access plan in collaboration with the Libraries.

VI. *Resources Needed to Achieve Goals*

In order to achieve the priorities listed above, the Oral History Program needs additional staff and material resources as described below.

1 - 3 Years

Staff Additions

1. Add full time program coordinator/office administrator with responsibility for budget administration and the coordination of short and longterm projects.

2. Add full time collection manager/cataloger/editor with new media skills to provide greater access to the collection and prepare materials for dissemination.

Collection Development:

Secure funds for video production in new media and traditional broadcast formats for a three year period to build media assets.

Equipment:

Replace and upgrade computers, tape recorders, purchase two video cameras and small lighting kit.

Preservation/Access/Dissemination:

Work with Libraries to raise endowment for preservation, public and private funding for preservation, access and dissemination.

Endowment Fundraising:

Raise 3-5 million as first phase of long-term endowment fundraising.

3-5 years:

Staff Additions:

1. Add full-time production manager/editor with multimedia background.

2. Upgrade collection manager position to curator position in order to expand access and dissemination capacity of the program.

3. Add full time interviewer who can teach oral history theory and method in both new media and traditional formats.

Collection Development:

Continue to build resources for developing new projects through fundraising, licensing videotaped interviews and selling oral history products and productions.

Preservation/Access/Dissemination:

Continue to work with Libraries to raise endowment for preservation, public and private funding for preservation, access and dissemination.

Endowment Fundraising:

Raise between 17 - 20 million dollars for long-term endowment of the world's leading center for oral history research, teaching and documentation.

THE RARE BOOK AND MANUSCRIPT LIBRARY
STATUS REPORT, NEEDS, AND SPECIAL CONCERNS

Jean W. Ashton, Director
August 30, 2001

INTRODUCTION

The Rare Book and Manuscript Library is a thriving and busy division of the Columbia University Libraries. The primary repository for the special collections of the University, excluding those held by Starr, Avery, the Law School and Health Sciences), RBML serves a wide array of departments and research needs. Its collections range from vast archival holdings (Carnegie Corporation, Random House, Harpers, Community Service Society) to papyrus to individual works of art and include photographs, ephemera, works of art, maps, coins, posters, puppets, cuneiform tablets, palm leaf books, video and audio tapes, compact discs, and motion picture films. Among its outstanding distinctive groupings are the Bakhmeteff Archive of Russian and East European History and Culture, the Brander Matthews Dramatic Museum, and collected transcripts of the Oral History program.

Between 4,000 and 5,000 onsite reader visits per year are augmented by an increasing number of e-mail and fax transactions from all over the world. Nearly 2,000 e-mail or surface mail reference inquiries were answered in FY2001. About 28,000 photocopies are made for readers each year by the staff and the number of requests for the use of unique library material online, in media projects, and in traditional publications continues to rise. Projects currently underway include an NEH-funded project to create a digital image database of the complete papers of John Jay (May 2000 - May 2002), the Digital Scriptorium, cataloging and transcription of the papers and oral histories of Marshall Peter Chang (scheduled to open to the public in June 2002); a finding-aid conversion project sponsored by the Gladys Krieble Delmas Foundation and several externally funded archival processing projects. Materials are being prepared for regular transfer to RECAP, with the particular need in mind to empty the top floor of the stacks by 2005 or 2006 so that the final phases of Butler renovation, including roof work, can be undertaken. Librarians work closely with faculty in a variety of departments to schedule classes for graduates and undergraduates, and a regular schedule of workshops, lectures, exhibition openings, readings, and programs is undertaken each year. Increasing attention to expanding the Library's presence on the Web has resulted in ongoing work to convert finding aids and to develop online exhibitions

With all of this going on, and with collections currently estimated at more than half a million books and 28 million manuscripts, the permanent staff of nine librarians (in addition to the director) and three-and-a-half non-professionals is hard-pressed to keep up. Building and facilities problems (e.g., roof leaks, security system breakdowns, etc.) capture an extraordinary percentage of the staff's time and attention. The lack of an adequate regular staff of student workers, a problem shared by all the Libraries, makes it impossible to keep up with our photocopy orders during many critical times of the year (there is sometimes a three-month wait for large orders), and there is a large processing backlog: more than a hundred collections remain unprocessed and hundreds more need reprocessing, updating,

and/or finding aid conversions. What follows are descriptions of the major issues that need to be addressed to relieve this situation, as well as broader review of some of our programs and areas of activity that may require policy decisions or consideration by the Libraries' administration.

SPECIAL CONCERNS AND ISSUES REQUIRING ADMINISTRATIVE ATTENTION

- **STAFFING**

Librarians: The Rare Book and Manuscript Library permanent professional staff consists of nine full-time librarians, in addition to the Director. **Our staff is substantially smaller than the staffs of our peer institutions. Augmenting it would allow us to exploit more fully the resources of our collections via digital projects, aggressive collection building, and inter-institutional programs.** Given the nature of our collection and our work, there should be endowment possibilities here for additional named positions. The highest priorities for new professional positions are for a senior archivist, an audio/visual or new media curator (possibly in conjunction with Oral History), and a theater curator.

Support Staff: A far greater need is for support staff positions. RBML has not recovered from the loss of two-and-a-half positions a decade ago, when a public service assistant, a reprography clerk and half of a book-processor position were cut for budgetary reasons. We currently have 3.5 permanent support staff positions, including the administrative assistant. **Tasks that could and should be handled by non-professional staff - shifting, paging, shelving, registration, routine processing, room monitoring, reprography orders, management of microfilm collections, etc. - are done by librarians, who then have less time for curatorial and collections work.** Reference letters, file management, accession records, web development all get put aside. We have, as a result, a substantial backlog of unprocessed collections (over 100 and growing), a fluctuating two- to three-month backlog in photocopy orders (seasonally), as well as delays in correspondence and reference. See comments on the Bakhmeteff Archive below.

In general, it seems clear that in addition to new staffing, a general restructuring of the department should take place, one that is difficult to undertake without new positions or reallocation of old ones. RBML's audience and responsibilities have expanded greatly since the current administrative structure was put into place. We are organized like a small, informal library although we are in fact a very large research center with a growing electronic presence and a world-wide audience.

- **SPACE**

Shelving: A tour of the three-and-a-half floors that comprise the Rare Book and Manuscript Library stacks will immediately make clear that **the collections are extremely cramped.** We are at 99% + capacity. The RECAP space allowance will provide only minimal relief and no space for expansion. The fifteenth floor has no elevator access, so

many oversized and fragile books and boxes must be hand carried down three flights of stairs and through six or more locked doors to get to readers.

The crowded and awkward spaces make it difficult to work on or with the collections and they strain the already strained resources of the staff. Far too much staff time is expended on moving boxes around to make work space, shifting archival collections, locking and unlocking doors, and reorganizing shelves and sections when new collections come in.

Environment: **More worrisome than the crowding is the continuing danger to the collection posed by storage conditions**. Inadequate HVAC control causes fluctuating humidity, dirt flows in through air vents making the collections filthy, and frequent roof leaks result in potentially dangerous mold outbreaks. Water has ruined irreplaceable books, including some from living and active donors. Anecdotal evidence suggests that our collections have deteriorated faster and more dramatically than exactly comparable collections elsewhere. Janet Gertz has pointed out that the fifteenth floor, immediately below the roof of a seventy-year old building, is an unsuitable place to store any books, much less rare and unique collections. **This is a situation that needs attention**. The estimated value of the collections ten years ago was $780,000,000. Values have escalated since then, but if we damage our resources they will diminish in value.

Public Space: The Reading Rooms of the Rare Book and Manuscript Library are handsome, but need to be rethought to allow for better access to the reference desk, more sensible exhibition space, and to provide access to audio/visual collections. Theater study/storage place has a high priority (see below). Money ($500,000) was set aside in the capital budget three years ago to refurbish the public spaces, but so far no serious design discussions have taken place. This refurbishment should include at a minimum relining the exhibit cases, adding additional electrical outlets for computer users to the reading rooms, providing facilities for using audio/visual materials, redesigning the reference area and painting the walls.

Processing and Office Space: There is no large processing space at present. Processing work takes place in the overcrowded room 654 as well as in odd spaces in the stacks - a problem if students require supervision. There is little room for new projects or staff.

- **DEVELOPMENT**

Friends and Associates: Since the demise of a very active Friends of the Library group some years ago, development efforts have been weak, sporadic and inconsistent. Since the **adoption of the Action Plan, RBML has no book money coming from Ledger 2, and so is almost entirely dependent on donated funds and special endowments, most with built-in restrictions**. The Library is not named or otherwise endowed. We have no fellowship money (outside of the Gilder-Lehrman fellows) and no endowed positions that are not related to specific collections. Cultivating Friends and donors is thus essential. A group of RBML Associates (a mailing list) donated about $7,000 to RBML last year; the Stephen Whitney Phoenix Society (a group of $1,000 donors) gave $17,000. We lag far behind our peers in this area and need help rebuilding external support.

Major Donor relations: The acquisition of large collections often brings with it problematic or complicated situations. Assistance from a professional development officer might help avoid future problems and smooth some of the problems inherited from the past.

Programs: RBML has run many successful programs for faculty, students and the general public. We handle all of these out of our donated funds, using our students, professional staff and others to do the printing and mailing, make the catering arrangements, develop the mailing lists, and so forth. A strong development officer could take over at least some of this responsibility, leaving us free to concentrate on content.

- **CURRENT PROJECTS AND DIGITAL INITIATIVES**

Digital Scriptorium: This image database, collaboratively developed five years ago by Columbia and Berkeley and funded by Mellon and NEH, is an online access tool for collections of medieval and Renaissance manuscripts. It is gradually being recognized as one of the most successful products of its type. Nine American partners have now joined the group and three others (Harvard, Yale, and the Library of Congress) have made preliminary commitments. We have worked with CERL and several British libraries. A grant has been received from the Gladys Krieble Delmas Foundation to create an interface. As DS moves from being a project to being a permanent resource, vexing problems of ownership, distribution, and governance remain to be solved. Despite its origin in RBML and the major role played in its development by Consuelo Dutschke, CUL's relationship to the project has always been ambivalent. Berkeley has written the grants and taken the lead, with some problematic results. **With a new grant to be submitted, some critical decisions need to be taken about the direction of the project and the Libraries' commitment to it.** This is an area that needs careful attention sooner rather than later. (*See attachment 1.*)

John Jay Papers: Two new projects involving the papers of the former John Jay Papers Project are underway or proposed: the first involves the creation of an image database of the 13,000 John Jay documents assembled by the late Richard B. Morris and his staff in preparation for the publication of his letterpress volumes. A grant for $150,000 was received in 2000 from NEH for this work, which is under budget and on schedule for completion in the late spring of 2002. The second is a proposal for publication of the final two volumes in the letterpress series. Columbia University Press has expressed interest in creating a simultaneous electronic and paper edition. A grant proposal for staffing was submitted to NEH on September 1, 2001; a similar proposal will be submitted to NHPRC on October 1.

Joseph Urban Access and Preservation Project: A proposal was submitted to NEH by the Preservation division in June, 2001 requesting funds to stabilize and rehouse the Urban set models and to create a database of the visually significant items in the Joseph Urban collection. Although the primary internal purpose of the project is to protect the highly vulnerable models, the content of the collection will be made available digitally, linked to a finding aid that was created in the earlier Joseph Urban NEH project. **If this grant is not funded, money will have to be found elsewhere to protect the highly vulnerable Urban stage models.**

Oral History Tape Preservation: A grant was submitted to NEH by the Preservation division in June for the preservation by reformatting of 1,000 hours of audio tapes from the Oral History Research Office, documenting the history of the Taft, Eisenhower, and Stevenson era. Preservation of these vulnerable materials has a high priority.

- **SPECIAL COLLECTIONS ISSUES**

Oral History Research Office: As was recognized last year in a report by outside consultants (*see attachment 2 and separate report*)**, the Oral History Research Office is in a precarious situation.** This program is the oldest in the country, as well as one of the largest. Because of its solid reputation as a leader in the field, its staff has access to world leaders everywhere. However, there is not enough funding to sustain two full-time positions, much less the editors and technicians required to create new intellectual resources. This forces the staff into the difficult position of having to take on commercial projects to capture overhead, thus turning away valuable academic subjects which don't produce a revenue stream. A critical strategy for developing the resources and program requires building the capacity for online access to the resources, through audio and streaming video. We have a plan to move forward with the program by submitting a proposal to the Academic Quality fund and then, if successful, using that University support as a basis for approaching the several major foundations that have expressed a willingness to help (e.g., Rockefeller, Ford). We need to explore additional ways to expand the funding base by creating income streams and attracting endowments.

The Bakhmeteff Archive of Russian and East European History and Culture: This very large and important archive is one of our best known and most heavily used resources. Funds for the Curator come from an endowment that is shared with the Slavic Department (where there is an endowed chair). The income at the moment supports one full-time professional curator and some student help. At least one full-time assistant archivist is needed in addition to keep up with the heavy demands of patrons, many of them visiting from abroad with special research needs. There is an active Bakhmeteff Committee (of which the University Librarian is an *ex officio* member) willing to help both internally and externally. **We need to find additional endowments, both for staffing and for collection acquisition**. Several major collection possibilities are in the wings.

The Peter and Edith Chang Collections: The papers and oral histories of Marshall Peter Chang are scheduled to be opened to the public in June, 2002. There has already been strong interest from the Chinese press. The acquisition and cataloging of this collection, which includes oral history tapes and papers, has been very problematic. We expect that problems may continue to arise.

The Herbert H. Lehman Suite and Papers: The Lehman Suite is located on the fourth floor of SIPA. It is staffed by one curator and used by a small number of patrons annually. It is also available for selected seminars and classes. The current officers of the Lehman Foundation are very interested in how the endowment is being spent, and several years ago

approached the Trustees because they were unhappy with the way the place was being staffed and maintained. The situation ultimately involved the University Librarian and senior UDAR staff. RBML was also unhappy with the arrangement, which had been put in place in the mid-80s., because it had become essentially a "dead" space, and was difficult to supervise. We responded by re-organizing the program, hiring a curator who was a recent Ph.D. in American History to develop programs and build collections to add to the Suite. This seemed to work well, but **relations with the Foundation (and with UDAR) remain sensitive**. Repairs and refurbishment of part of the Suite are scheduled for later this year.. *(Attachment 3).*

The Carnegie Corporation Archives: The papers of the Carnegie Philanthropies were received in 1991, but no Deed of Gift was signed. At that time, a ca. $400,000 endowment was provided by the Carnegie Corporation and the Carnegie Foundation for the Advancement of Teaching. Income from the endowment supports most of the salary of a Carnegie Curator. The shortfall of the salary and student assistance are provided as part of the Carnegie Corporation's annual budget. **Recently, following the installation of a new President, Vartan Gregorian, discussions about the Deed of Gift began again**. The Corporation at first thought of rescinding the gift and making it a deposit. They seem to have changed their mind, but we are awaiting their draft of a suggested new Deed. They wish to have a set 75/25% time split for the Curator and the Libraries written into the Deed, with a signed report on time allocation submitted quarterly; they also have questions about intellectual property procedures. Once the Deed has been received, it should be carefully reviewed by the Libraries administration, as well as by the Counsel's office. Beryl Abrams has been working on this with us.

Brander Matthews Dramatic Museum: The theater collections in RBML include the surviving resources of the former Brander Matthews Dramatic Museum. Matthews was the first professor of drama in America and developed his collection of theatrical artifacts largely as a teaching tool. The collection was not well preserved after the museum closed and much of it ended up in Rare Books. It comprises, among other things, over 400 puppets, ca. 30 large stage models (in addition to the Urban models) 250 masks, ca. 30,000 prints and photographs, as well as audio tapes, oil portraits, programs, manuscripts, books and ephemera. We have worked hard to try to preserve this collection and make it accessible, but it is very fragile and largely inadequately stored and cataloged. There is an active faculty support group for the collection, eager to see it preserved, displayed and used. . **This collection is a great and largely unknown resource in New York City and an important part of Columbia history**

Three or four years ago, a theater study/storage area was proposed and seriously discussed, but put aside because space was not available. There was also a possibility (which should be actively pursued again) of acquiring the **Schubert** archives, along with money for building a major study center. The collection has had some attention from the Development Office, but nothing so far has worked out. It seems ripe for fundraising activity. .

The Robert Wilson Videos and Papers: The Library has been the home of a major set of Robert Wilson archives since the early 90s. These were donated by the Byrd Hoffman Foundation. They include around 800 video tapes, which may or may not be part of the original donation. We have not been able to make the tapes accessible because of their

peculiar formats. We agreed to enter into a partnership with Byrd Hoffman to raise funds for a restoration/preservation project on some of the most important films/videos (ca $200,000), but have been reluctant to do anything on our own when they still claim ownership. **We heard last year that the Board of the Byrd Hoffman Foundation has definitely decided to remove them from Columbia and give them to NYPL, where there are better facilities. Our faculty are not happy with this decision.**

- **COLLECTION DEVELOPMENT**

Policies: A general collection development policy was adopted out several years ago. In general, the Rare Book and Manuscript Library develops its research collections to support scholarly research, to offer resources for teaching, and to preserve selected materials that might otherwise disappear. Enriching distinctive collections and developing critical masses of materials in fields traditionally held at Columbia are primary goals. **We are eager to work with other institutions, with faculty members, and with other librarians to identify new areas of collecting that are particularly appropriate for Columbia.**

Funds: **There is a critical lack of funds to build rare book and manuscript collections**. Last year, $404,529 was available for purchasing book and manuscript collections. Less than 10% of that ($34,460) was in "general" funds, that is, was not tied to specific endowments for purchases in a number of limited fields (e.g., 18th-century English literature, Greek and Latin classics, artist books, Samuel Beckett). In part, this problem is the very unfortunate result of the notorious Action Plan, which has added monies to our restricted funds but subtracted them from the former Ledger 2, which allowed general purchasing. It is also the problem of being insufficiently endowed for our needs. Although strained resources can force creativity and selectivity in collection development, it is nonetheless the case that the Rare Book and Manuscript Library at Columbia is in danger of falling into the second rank of special collections libraries because it cannot command the funds to purchase high profile literary collections (and not just literary ones: one CU professor recently took back his gift of papers so that he could sell them on the market for a reported asking price of $100,000). See *Attachments 4A and 4B.*

Audio/visual materials: Our new collections are increasingly likely to include archival quality tapes, videos, CD-ROMS and other audio/visual media. (See RBML Annual Report, p. 8, for FY 2001 media acquisitions.) These materials require preservation and an access program.. We need a curator for these materials and a planned strategy for their maintenance and use.

- **LEGAL ISSUES**

Intellectual property: Rights and permissions consume a disproportionate amount of administrative attention. The use of images online and pressures from the media make the situation much more complex than it was only a few years ago. We are having problems with donors and rights owners who want us to develop stronger warning statements about unauthorized use. In the few cases where we own literary rights, we have had an inconsistent history of tracking and in fact are not really certain of our responsibilities.

Permission requirements and fees for use have come into question. **We are working with University Counsel on intellectual property issues and permissions, but some policy decisions may need to be reviewed by the Libraries Administration before the issue is settled.**

Deposit Agreements, Purchase Contracts, and Deeds of Gift: The CUL policies need to be reviewed and updated. Conditions and restrictions attached to older collections have often become problematic. Many of our collections come from abroad where we must be careful to avoid customs problems and local laws. No standard forms have been adopted by the libraries.

Retrievals: We also need to retrieve two large bequests from the people now holding them. The Leo Lerman Papers and the Corliss Lamont Papers have never been collected, although they belong to Columbia by the bequest of their creators. We have been trying to get these for six years and now require some strong action from University Counsel.

- **THEFT(S) UPDATE**

Spiegelman Case: Although the perpetrator of the 1994 theft of $1.4 million worth of books and manuscripts from RBML is in again jail (or was, at last report) after his escape from custody in 2000, we have not recovered everything from that theft. I maintain regular contact with the FBI because we assume this story has not ended.

Artzybasheff Theft: An anonymous letter sent last summer tipped us off to the presence of two paintings stolen from RBML in 1987 in the office of a Cambridge entrepreneur. We reported this to security and to the FBI, but have not been able to get any information about what has or has not been done.

THE RARE BOOK AND MANUSCRIPT LIBRARY
STATUS REPORT, NEEDS, AND SPECIAL CONCERNS

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Report to James Neal

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Jean W. Ashton, Director
August 30, 2001

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Between 4,000 and 5,000 onsite reader visits per year are augmented by an increasing number of e-mail and fax transactions from all over the world. Nearly 2,000 e-mail or surface mail reference inquiries were answered in FY2001. About 28,000 photocopies are made for readers each year by the staff and the number of requests for the use of unique library material online, in media projects, and in traditional publications continues to rise. Projects currently underway include an NEH-funded project to create a digital image database of the complete papers of John Jay (May 2000 - May 2002), the Digital Scriptorium, cataloging and transcription of the papers and oral histories of Marshall Peter Chang (scheduled to open to the public in June 2002); a finding-aid conversion project sponsored by the Gladys Krieble Delmas Foundation and several externally funded archival processing projects. Materials are being prepared for regular transfer to RECAP, with the particular need in mind to empty the top floor of the stacks by 2005 or 2006 so that the final phases of Butler renovation, including roof work, can be undertaken. Librarians work closely with faculty in a variety of departments to schedule classes for graduates and undergraduates, and a regular schedule of workshops, lectures, exhibition openings, readings, and programs is undertaken each year. Increasing attention to expanding the Library's presence on the Web has resulted in ongoing work to convert finding aids and to develop online exhibitions

With all of this going on, and with collections currently estimated at more than half a million books and 28 million manuscripts, the permanent staff of nine librarians (in addition to the director) and three-and-a-half non-professionals is hard-pressed to keep up. Building and facilities problems (e.g., roof leaks, security system breakdowns, etc.) capture an extraordinary percentage of the staff's time and attention. The lack of an adequate regular staff of student workers, a problem shared by all the Libraries, makes it impossible to keep up with our photocopy orders during many critical times of the year (there is sometimes a three-month wait for large orders), and there is a large processing backlog: more than a hundred collections remain unprocessed and hundreds more need reprocessing, updating,

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and/or finding aid conversions. What follows are descriptions of the major issues that need to be addressed to relieve this situation, as well as broader review of some of our programs and areas of activity that may require policy decisions or consideration by the Libraries' administration.

SPECIAL CONCERNS AND ISSUES REQUIRING ADMINISTRATIVE ATTENTION

- **STAFFING**

Librarians: The Rare Book and Manuscript Library permanent professional staff consists of nine full-time librarians, in addition to the Director. **Our staff is substantially smaller than the staffs of our peer institutions. Augmenting it would allow us to exploit more fully the resources of our collections via digital projects, aggressive collection building, and inter-institutional programs**. Given the nature of our collection and our work, there should be endowment possibilities here for additional named positions. The highest priorities for new professional positions are for a senior archivist, an audio/visual or new media curator (possibly in conjunction with Oral History), and a theater curator.

Support Staff: A far greater need is for support staff positions. RBML has not recovered from the loss of two-and-a-half positions a decade ago, when a public service assistant, a reprography clerk and half of a book-processor position were cut for budgetary reasons. We currently have 3.5 permanent support staff positions, including the administrative assistant. **Tasks that could and should be handled by non-professional staff - shifting, paging, shelving, registration, routine processing, room monitoring, reprography orders, management of microfilm collections, etc. - are done by librarians, who then have less time for curatorial and collections work**. Reference letters, file management, accession records, web development all get put aside. We have, as a result, a substantial backlog of unprocessed collections (over 100 and growing), a fluctuating two- to three-month backlog in photocopy orders (seasonally), as well as delays in correspondence and reference. See comments on the Bakhmeteff Archive below.

In general, it seems clear that in addition to new staffing, a general restructuring of the department should take place, one that is difficult to undertake without new positions or reallocation of old ones. RBML's audience and responsibilities have expanded greatly since the current administrative structure was put into place. We are organized like a small, informal library although we are in fact a very large research center with a growing electronic presence and a world-wide audience.

- **SPACE**

Shelving: A tour of the three-and-a-half floors that comprise the Rare Book and Manuscript Library stacks will immediately make clear that **the collections are extremely cramped.** We are at 99% + capacity. The RECAP space allowance will provide only minimal relief and no space for expansion. The fifteenth floor has no elevator access, so

many oversized and fragile books and boxes must be hand carried down three flights of stairs and through six or more locked doors to get to readers.

The crowded and awkward spaces make it difficult to work on or with the collections and they strain the already strained resources of the staff. Far too much staff time is expended on moving boxes around to make work space, shifting archival collections, locking and unlocking doors, and reorganizing shelves and sections when new collections come in.

Environment: **More worrisome than the crowding is the continuing danger to the collection posed by storage conditions**. Inadequate HVAC control causes fluctuating humidity, dirt flows in through air vents making the collections filthy, and frequent roof leaks result in potentially dangerous mold outbreaks. Water has ruined irreplaceable books, including some from living and active donors. Anecdotal evidence suggests that our collections have deteriorated faster and more dramatically than exactly comparable collections elsewhere. Janet Gertz has pointed out that the fifteenth floor, immediately below the roof of a seventy-year old building, is an unsuitable place to store any books, much less rare and unique collections. **This is a situation that needs attention**. The estimated value of the collections ten years ago was $780,000,000. Values have escalated since then, but if we damage our resources they will diminish in value.

Public Space: The Reading Rooms of the Rare Book and Manuscript Library are handsome, but need to be rethought to allow for better access to the reference desk, more sensible exhibition space, and to provide access to audio/visual collections. Theater study/storage place has a high priority (see below). Money ($500,000) was set aside in the capital budget three years ago to refurbish the public spaces, but so far no serious design discussions have taken place. This refurbishment should include at a minimum relining the exhibit cases, adding additional electrical outlets for computer users to the reading rooms, providing facilities for using audio/visual materials, redesigning the reference area and painting the walls.

Processing and Office Space: There is no large processing space at present. Processing work takes place in the overcrowded room 654 as well as in odd spaces in the stacks - a problem if students require supervision. There is little room for new projects or staff.

- **DEVELOPMENT**

Friends and Associates: Since the demise of a very active Friends of the Library group some years ago, development efforts have been weak, sporadic and inconsistent. Since the **adoption of the Action Plan, RBML has no book money coming from Ledger 2, and so is almost entirely dependent on donated funds and special endowments, most with built-in restrictions**. The Library is not named or otherwise endowed. We have no fellowship money (outside of the Gilder-Lehrman fellows) and no endowed positions that are not related to specific collections. Cultivating Friends and donors is thus essential. A group of RBML Associates (a mailing list) donated about $7,000 to RBML last year; the Stephen Whitney Phoenix Society (a group of $1,000 donors) gave $17,000. We lag far behind our peers in this area and need help rebuilding external support.

Major Donor relations: The acquisition of large collections often brings with it problematic or complicated situations. Assistance from a professional development officer might help avoid future problems and smooth some of the problems inherited from the past.

Programs: RBML has run many successful programs for faculty, students and the general public. We handle all of these out of our donated funds, using our students, professional staff and others to do the printing and mailing, make the catering arrangements, develop the mailing lists, and so forth. A strong development officer could take over at least some of this responsibility, leaving us free to concentrate on content.

- **CURRENT PROJECTS AND DIGITAL INITIATIVES**

Digital Scriptorium: This image database, collaboratively developed five years ago by Columbia and Berkeley and funded by Mellon and NEH, is an online access tool for collections of medieval and Renaissance manuscripts. It is gradually being recognized as one of the most successful products of its type. Nine American partners have now joined the group and three others (Harvard, Yale, and the Library of Congress) have made preliminary commitments. We have worked with CERL and several British libraries. A grant has been received from the Gladys Krieble Delmas Foundation to create an interface. As DS moves from being a project to being a permanent resource, vexing problems of ownership, distribution, and governance remain to be solved. Despite its origin in RBML and the major role played in its development by Consuelo Dutschke, CUL's relationship to the project has always been ambivalent. Berkeley has written the grants and taken the lead, with some problematic results. **With a new grant to be submitted, some critical decisions need to be taken about the direction of the project and the Libraries' commitment to it.** This is an area that needs careful attention sooner rather than later. (*See attachment 1.*)

John Jay Papers: Two new projects involving the papers of the former John Jay Papers Project are underway or proposed: the first involves the creation of an image database of the 13,000 John Jay documents assembled by the late Richard B. Morris and his staff in preparation for the publication of his letterpress volumes. A grant for $150,000 was received in 2000 from NEH for this work, which is under budget and on schedule for completion in the late spring of 2002. The second is a proposal for publication of the final two volumes in the letterpress series. Columbia University Press has expressed interest in creating a simultaneous electronic and paper edition. A grant proposal for staffing was submitted to NEH on September 1, 2001; a similar proposal will be submitted to NHPRC on October 1.

Joseph Urban Access and Preservation Project: A proposal was submitted to NEH by the Preservation division in June, 2001 requesting funds to stabilize and rehouse the Urban set models and to create a database of the visually significant items in the Joseph Urban collection. Although the primary internal purpose of the project is to protect the highly vulnerable models, the content of the collection will be made available digitally, linked to a finding aid that was created in the earlier Joseph Urban NEH project. **If this grant is not funded, money will have to be found elsewhere to protect the highly vulnerable Urban stage models.**

Oral History Tape Preservation: A grant was submitted to NEH by the Preservation division in June for the preservation by reformatting of 1,000 hours of audio tapes from the Oral History Research Office, documenting the history of the Taft, Eisenhower, and Stevenson era. Preservation of these vulnerable materials has a high priority.

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FY 1998-2001

FY 1998 - 1999		FY 1999 - 2000		FY 2000 - 2001	
Date covered	Amount	Date covered	Amount	Date covered	Amount
6/19/98 - 7/28/98	$699.55	6/24/99 - 7/30/99	$867.15	5/19/00 - 7/27/00	$474.15
7/29/98 - 8/28/98	617.60	8/2/99 - 9/10/99	946.65	Credit card 76/00 - 7/24/00	83.60
9/2/98 - 10/1/98	419.60	9/10/99 - 10/28/99	1,008.08	Credit card 8/4/00 - 8/30/00	263.60
10/5/98 - 11/3/98	624.95	10/28/99 - 11/29/99	458.65	7/28/00 - 9/14/00	628.55
11/9/98 - 12/21/98	530.15	11/30/99 - 1/26/00	1,020.45	Credit card 9/6/00 - 9/26/00	289.20
1/5/99 - 1/15/99	318.38	1/27/00 - 2/23/99	375.60	9/14/00 - 10/31/00	831.35
1/20/99 - 2/26/99	461.30	2/23/00 - 4/16/00	978.15	11/3/00 - 11/30/00	479.02
2/26/99 - 4/6/99	869.84	4/6/00 - 5/18/00	692.85	Credit card 11/14/00 - 11/21/00	187.35
4/12/99 - 5/13/99	783.65	5/19/00 - 6/23/00	569.14	Credit card 12/4/00 - 12/20/00	161.45
5/14/99 - 6/23/99	744.10	Credit card 5/19/00 - 6/20/00	123.70	12/1/00 - 1/23/01	647.50
TOTAL	**$6,069.12**	**TOTAL**	**$7,040.42**	Credit card 1/26/01	102.65
				1/30/01 - 3/8/01	561.25
				Credit card 2/6/01 - 3/12/01	102.70
				3/12/01 - 5/4/01	1,056.70
				Credit card 3/19/01 - 5/25/01	424.60
				5/7/01 - 6/29/01	705.93
				TOTAL	**$6,999.60**
				Total Receipts for 3 years	**$20,109.14**
No. of Photocopies for Public Services	**1998-1999 28,426**		**1999-2000 37,533**		**200-2001 27,933**
				Total Photocopies for 3 years:	**93,892.00**

R.Bautista

RECORD OF RECEIPTS FROM PHOTOCOPIES
FY 1998-2001

FY 1998 - 1999		FY 1999 - 2000		FY 2000 - 2001	
Date covered	Amount	Date covered	Amount	Date covered	Amount
6/19/98 - 7/28/98	$699.55	6/24/99 - 7/30/99	$867.15	5/19/00 - 7/27/00	$474.15
7/29/98 - 8/28/98	617.60	8/2/99 - 9/10/99	946.65	Credit card 76/00 - 7/24/00	83.60
9/2/98 - 10/1/98	419.60	9/10/99 - 10/28/99	1,008.08	Credit card 8/4/00 - 8/30/00	263.60
10/5/98 - 11/3/98	624.95	10/28/99 - 11/29/99	458.65	7/28/00 - 9/14/00	628.55
11/9/98 - 12/21/98	530.15	11/30/99 - 1/26/00	1,020.45	Credit card 9/6/00 - 9/26/00	289.20
1/5/99 - 1/15/99	318.38	1/27/00 - 2/23/99	375.60	9/14/00 - 10/31/00	831.35
1/20/99 - 2/26/99	461.30	2/23/00 - 4/16/00	978.15	11/3/00 - 11/30/00	479.02
2/26/99 - 4/6/99	869.84	4/6/00 - 5/18/00	692.85	Credit card 11/14/00 - 11/21/00	187.35
4/12/99 - 5/13/99	783.65	5/19/00 - 6/23/00	569.14	Credit card 12/4/00 - 12/20/00	161.45
5/14/99 - 6/23/99	744.10	Credit card 5/19/00 - 6/20/00	123.70	12/1/00 - 1/23/01	647.50
Total	**$6,069.12**	**Total**	**$7,040.42**	Credit card 1/26/01	102.65
				1/30/01 - 3/8/01	561.25
				Credit card 2/6/01 - 3/12/01	102.70
				3/12/01 - 5/4/01	1,056.70
				Credit card 3/19/01 - 5/25/01	424.60
				5/7/01 - 6/29/01	705.93
				Total	**$6,999.60**
				Total Receipts for 3 years	**$20,109.14**

No. of Photocopies for Public Services	**1998-1999 28,426**		**1999-2000 37,533**		**2000-2001 27,933**
				Total Photocopies for 3 years:	**93,892.00**

R. Bautista

August 7, 2001

To: Jean
From: Rose

Reference Desk Statistics (RBML & Lehman Suite) FY 2000-2001

No. of Readers - 4,077

No. of Manuscripts Used - 3,571, 391

No. of Books Used - 11,220

No. of BAR Mss Used - 734,677

General Circulation (Check outs) - 109,681

General Circulation (Renewals) - 32,924

Total Shelving - 81,288

Total Circulation with Reference - 13,151

Total Circulation without Reference - 10,162

Orientations, Lectures, Tours, Classes held in Library - 191
No. of Attendees - 3,501

Permissions granted - 121

Photocopies - 27,933

No. of telephone calls received (Ref desk) - 3,098

No. of administrative calls received (Ref desk) - 4,040

Gifts/Contributions received:

Unrestricted Fund (received from associates) - $ 7,420
Stephen Whitney Phoenix Fund - $17,163
Duplicate Fund (Permission fees & publications) - $8,961
Sylvia Radov - $28,050
Otto Rank Fund (G. Stuhlmann) - $89.77
NY Times Fdn - $10,000
PricewaterhouseCooper - $100,000 (received by UDAR)

Books

Donors 00 -01

Bricken Alene

PO Box 3269

Westport CT 06880-

Value	Date	Number Books	Number Manuscripts	# Miscellaneous
$0.00	04-Apr-01	0	0	0

Description

First editions of Pride and Prejudice, Sense and Sensibility, Little Women, many E. St. Vincent Millay first editons, etc Trials Series.

Campbell Ken

3 Gibraltar Walk

London England E2 7

Value	Date	Number Books	Number Manuscripts	# Miscellaneous
$35.00	21-May-01	1	0	0

Description

The Maker's Hand : Twenty books by Ken Campbell. 2001.

Congdon Kirby

715 Baker's Lane

Key West FL 33040-

Value	Date	Number Books	Number Manuscripts	# Miscellaneous
$25.00	04-Apr-01	2	0	0

Description

Century of Progress; Poet and Audience.
NB. These books are being cataloged for GL.

Foster Edward

129 Wayne St

Jersey City NJ 07302-

Value	Date	Number Books	Number Manuscripts	# Miscellaneous
$100.00	19-Dec-00	8	0	0

Description

8 books by William Bronk, published by Talisman House Press.

Furtwängler Felix M.

Baumstrasse 2
D-87787

Dietratried Germany

Value	Date	Number Books	Number Manuscripts	# Miscellaneous
$75.00	01-Jun-01	5	0	0

Description

Catalogs of the works of Furtwängler or designed by him.

Gunther Thomas

Galerie auf Zeit
Richard-Songe-Strasse 64

10249 Berlin Germany

Value	Date	Number Books	Number Manuscripts	# Miscellaneous
$25.00	06-Oct-00	3	0	0

Description

3 catalogs of art shows by book artists.

Gunther Thomas

Galerie auf Zeit
Richard-Songe-Strasse 64

10249 Berlin Germany

Value	Date	Number Books	Number Manuscripts	# Miscellaneous
$10.00	13-Jun-01	1	0	0

Description

Exhibition catalog Zwischen den Seiten

Gunther Thomas

Galerie auf Zeit
Richard-Songe-Strasse 64

10249 Berlin Germany

Value	Date	Number Books	Number Manuscripts	# Miscellaneous
$25.00	06-Dec-00	1	0	0

Description

Catalogue raisonee of Sabine Jahn,

Herweijer Petra E.

Universiteit van Amsterdam
Universiteit bibliotheek

1012 WP Amsterdam Holland

Value	Date	Number Books	Number Manuscripts	# Miscellaneous
$5.00	02-Dec-00	1	0	0

Description

Dutch translation of Allen Ginsberg, Howl, Amsterdam, 1992.

Hovde Christian

460 Riverside Drive

New York NY 10027-6801

Value	Date	Number Books	Number Manuscripts	# Miscellaneous
$2,500.00	12-Feb-01	8	0	0

Description

Deed of Gift dated 12/23/00. Books delivered 2/12/01.
St. Augustine. Omnium Operum. Paris: Carol
Guillard, 1541. 10v bound as 8v.

Hurst W. Sheldon

Dearlove Hall, Visual Arts Gallery, Adirondack Community College, 40 Bay Road

Queensbury NY 12804-

Value	Date	Number Books	Number Manuscripts	# Miscellaneous
$25.00	06-Nov-00	1	0	0

Description

W. Sheldon Hurst, It Becomes Life; The William Bronk Collection. Catalogue of the exhibition.

Johnsonians

Value	Date	Number Books	Number Manuscripts	# Miscellaneous
$15.00	27-Nov-00	1	0	0

Description

John, Samuel. On the character & Duty of an academick; with an introduction by Robert DeMara, Jr., N.P.
The Johnsonians, 2000. 250 copies printed under the direction of Jerry Kelly.

Kuhns Richard

420 Riverside Drive

New York NY 10025-

Value	Date	Number Books	Number Manuscripts	# Miscellaneous
$200.00	14-Feb-01	10	0	0

Description

Les Beaux arts reduits a un meme principe, 1746; Hudibras, 1744 2v; Son of genius, 1818; Memory of Washington, 1800; New female instructor, 1818; Physiology of love, 1844; Reliques of English poetry, 1823, 3v.

Leiman Leonard

1125 Park Avenue

New York NY 10128-

Value	Date	Number Books	Number Manuscripts	# Miscellaneous
$450.00	10-Nov-00	16	0	0

Description

16 Books and a hand-written card related to or by the economists John Maynard Keynes and Harold Laski, many inscribed to Estelle Frankfurter.

Levy Jonathan F.

P.O. Box 389

Patterson NY 12563-

Value	Date	Number Books	Number Manuscripts	# Miscellaneous
$4,500.00	13-Jun-01	1	0	0

Description

The Constitutions of the Several Independent states of America; The Declaration of Independence,; The Articles of Confederation between the said States; The Treaties between His Most Christian Majesty and the United States of America. Published by Order of Congress. Philadelphia: Printed by Francis Bailey in Market

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Nina Mera

19050 Sourth Harbor Dr.

Fort Bragg CA 95437-

Value	Date	Number Books	Number Manuscripts	# Miscellaneous
$1,200.00	20-Apr-01	1	0	0

Description

Nina Mera. The Jazz Suite; 21 linoleum cuts by Nina Mera, Fort Bragg, CA: hit and run press, 1995. No. 21 of 51. Signed.

North Louise

1249 Baldwin Road

Yorktown Heights NY 10598-

Value	Date	Number Books	Number Manuscripts	# Miscellaneous
$15.00	13-Sep-00	1	0	0

Description

John Jay; The Winning of the Peace; Unpublished papers, 1780 -1784.

Oney Steven Thomas

Box 225
Cape Cod Radio Mystery Theater

West Barnstable MA

Value	Date	Number Books	Number Manuscripts	# Miscellaneous
$20.00	18-Dec-00	0	0	2

Description

Cape Cod Radio Mystery Theater radio thriller, "The Whirlpool." CD-Rom.
"This Christmas," video transferred from 16 MM black & white film shot 1972 as a student project at Columbia.

Rosenfeld Michael

215 Hart Blvd

Staten Island NY 10301-

Value	Date	Number Books	Number Manuscripts	# Miscellaneous
$55.00	04-Oct-00	2	1	0

Description

2 portfolios of Folder. New York, Tiber Press, v. 1,1 Winter 1953 , v1, 2 1954. 1,1 is limited to 500 copies. No. 181. Contains poems by John Ashbery, Kenneth Koch, James Merril, Frank O'Hara, James Schyler (and a playlet) short stories, and original silk screen prints by George Hartigan.

Russell Joseph B.

P. O. Box 433

Ocean Beach NY 11770-

Value	Date	Number Books	Number Manuscripts	# Miscellaneous
$50.00	28-Nov-00	1	0	0

Description

Rapid Typographers Photo Composition. San Francisco, n.d.

Schaefler Sam and Katalin

Value	Date	Number Books	Number Manuscripts	# Miscellaneous
$3,450.00	28-Nov-00	1	0	1

Description

Broadside from Revolution of 1848, Vienna, 12 Oct. 1848.
Drawing from French Revolution F. Walter. Victoire de l'avantgarde Francois Sur l'ennemi, dalns le bois Bergzabren [Bad Bergzabern] le 27 Aug 1793.

Schleicher Ruth

1 Buzzards' Bay Ave

Woods Hole MA 02543-

Value	Date	Number Books	Number Manuscripts	# Miscellaneous
$3,500.00	01-Jan-01	1	0	0

Description

Wagner. Die Meistersinger. Vorspiel fur grosses Orchester. Mainz: Schott, n.d. Inscribed by Wagner to Anton Seid, 1872.

Sheldon Helen

11 5th Avenue

New York NY 10003-

Value	Date	Number Books	Number Manuscripts	# Miscellaneous
$0.00	28-Jun-01	15	0	1

Description

Books from Nazi Germany and from the war period. Also a photograph album of pictures taken during the war.

In memory of Lewis P. Sheldon, Teachers College Class of 1949.

Sypher Frank

730 Ft. Washington Ave

New York NY 10040-

Value	Date	Number Books	Number Manuscripts	# Miscellaneous
$50.00	25-Jun-01	2	0	0

Description

2 copies Poems of L.E.L from the Bijou Almanac. Edited by F. J. Sypher. NY 2001. no 4 of 100 copies -- Paper Wrappers. No. 2 of 100 copies in boards.

Weil James L.

103 Van Etten Boulevard

New Rochelle NY 10804-

Value	Date	Number Books	Number Manuscripts	# Miscellaneous
$0.00	09-Jan-01	4	0	0

Description

Cid Corman. Lines & Smudges. New Rochelle, J.L. Weil, 2001; James L. Weil. Mann Gulch. New York, Elly Winterton Press ,2000. J. L. Weil. Really. S.l. Origin Press, 2001. Alexander Pope. The Puzzling of the Grammarian. New Rochelle, J. L. Weil, 2000.

Westvaco

Value	Date	Number Books	Number Manuscripts	# Miscellaneous
$50.00	24-Feb-01	1	0	0

Description

Cather, Will. O Pioneers! n.p., Westvaco, c.2000

Williams Robert Neff

39 Claremont Ave.

New York NY 10027-

Value	Date	Number Books	Number Manuscripts	# Miscellaneous
$50.00	02-Feb-01	1	0	0

Description

Poe, Edgar Allan. Selected Short Stories. With a foreword by Louis Untermeyer. New York: Editions for the Armed Services, n.d.

Books

Donors 01 -02 - As of 11/19/01

Fahrner Barbara

Frankfurt Germany

Value	Date	Number Books	Number Manuscripts	# Miscellaneous
$25.00	06-Sep-01	1	0	0

Description

Barbara Fahrner. Das Kunstkammerproject. Herzog August Bibliothek. 1992.

Parry Nicholas and Mary

Tern Press
St. Mary's Cottage

Market Drayton Shropshire, En TF9 1JN

Value	Date	Number Books	Number Manuscripts	# Miscellaneous
$50.00	20-Oct-01	1	0	0

Description

Clare, John The primrose Bank, 1986.

Peich Michael

Department of English
West Chester University

West Chester PA 19383-

Value	Date	Number Books	Number Manuscripts	# Miscellaneous
$75.00	09-Jul-01	4	0	0

Description

Night Right Angles. [West Chester, PA]: Green Library Press, 1998. Eight Millennial Voices. Green Library Press, 2000. Richard Wilbur. May Flowers. Aralia Press, 2000. Kenneth Patchen. People who say they love poetry and never buy any are a bunch of cheap sons-of-bitches. Broadside. Aralia Press. nd. All printed by Michael Peich.

Plimpton Sarah

Value	Date	Number Books	Number Manuscripts	# Miscellaneous
$0.00	15-Nov-01	1	2	0

Description

William Kine. Short System of Practical Arithmetic. 6th ed. Hallowell: Glazier & Co., 1827. 2 school books (spelling) belonging to Francis Plimpton. Half price on two books that she sold us.

Rightmire Robert

280 Schoenfield Blvd

Patchogue NY 11772-

Value	Date	Number Books	Number Manuscripts	# Miscellaneous
$500.00	23-Jul-01	1	0	0

Description

Le Sage. Historie de Gil Blas de Satillane. Vignettes par Jean Gigoux. Paris: Chez Paulin, 1835. From the library of Lord Rosebury with his stamp. Fore-edge painting of Notre Dame as seen from the Seine.

Rubin Ronald

3530 Henry Hudson Parkway

Bronx NY 10463-

Value	Date	Number Books	Number Manuscripts	# Miscellaneous
$10.00	18-Oct-01	1	0	0

Description

Labarthe, Pedro Juan _The son of two nations_, 1931 inscribed

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Seidel Michael

P.OP. Box 7433

Princeton NJ 08543-

Value	Date	Number Books	Number Manuscripts	# Miscellaneous
$100.00	10-Sep-01	1	0	0

Description

Defoe. Jure Divino. 1706.

To: ashton, siegel
From: Rudolph Ellenbogen <ellenbog@columbia.edu>
Subject: Purchases statistics 2000-2001
Cc:
Bcc:
Attached:

For your files:

195 Books purchased

32 letters, manuscripts or collections. This figure is more or less meaningless. It depends on the way you count and since I do not have figures for the number of letters and manuscripts that come with collections, I can add up the number of single letters/manuscripts (17), a couple of small collections where there are counts for individual items (104 excluding the 17), count the number of collections big and small paid for (15 but that includes some of the letters in the 104) or count simply the number of transactions involving letters or manuscripts.(21).

93 invoices paid to 62 dealers.

Rudolph

see Gifts (Books) attached

Bricken Alene

4/4/01 Value: $48,150

Number Books: 0 Number Miscellaneous: 0

Number Manuscripts: 0

First editions of Pride and Prejudice, Sense and Sensibility, Little Women, many E. St. Vincent Millay first editons, etc Trials Series.

→ 2002

Campbell Ken

5/21/01 Value: 35

Number Books: 1 Number Miscellaneous: 0

Number Manuscripts: 0

The Maker's Hand : Twenty books by Ken Campbell. 2001.

JEAN

FOR ANNUAL REPORT

I THINK THESE ARE ALL OF THE GIFTS OF BOOKS THAT I KNOW ABOUT

Rudolph

See also attached

Congdon Kirby

4/4/01 Value: 25

Number Books: 2 Number Miscellaneous:

Number Manuscripts: 0

Century of Progress; Poet and Audience.
NB. These books are being cataloged for GL.

Foster Edward

12/19/00 Value: 100

Number Books: 8 Number Miscellaneous: 0

Number Manuscripts: 0

8 books by William Bronk, published by Talisman House Press.

Furtwängler Felix M.

6/1/01 Value: 75

Number Books: 5 Number Miscellaneous: 0

Number Manuscripts: 0

Catalogs of the works of Furtwängler or designed by him.

Gunther Thomas

12/6/00 Value: 25

Number Books: 1 Number Miscellaneous: 0

Number Manuscripts: 0

Catalogue raisonee of Sabine Jahn,

Gunther Thomas

6/13/01 Value: 10

Number Books: 1 Number Miscellaneous: 0

Number Manuscripts: 0

Exhibition catalog Zwischen den Seiten

Gunther Thomas

10/6/00 Value: 25

Number Books: 3 Number Miscellaneous: 0

Number Manuscripts: 0

3 catalogs of art shows by book artists.

Herweijer Petra E.

12/2/00 Value: 5

Number Books: 1 Number Miscellaneous: 0

Number Manuscripts: 0

Dutch translation of Allen Ginsberg, Howl, Amsterdam, 1992.

Hovde Christian

2/12/01 Value: 2500

Number Books: 8 Number Miscellaneous: 0

Number Manuscripts: 0

Deed of Gift dated 12/23/00. Books delivered 2/12/01.
St. Augustine. Omnium Operum. Paris: Carol
Guillard, 1541. 10v bound as 8v.

Hurst W. Sheldon

11/6/00 Value: 25

Number Books: 1 Number Miscellaneous: 0

Number Manuscripts: 0

W. Sheldon Hurst, It Becomes Life; The William Bronk Collection. Catalogue of the exhibition.

Johnsonians

11/27/00 Value: 15

Number Books: 1 Number Miscellaneous: 0

Number Manuscripts: 0

John, Samuel. On the character & Duty of an academick; with an introduction by Robert DeMara, Jr., N.P. The Johnsonians, 2000. 250 copies printed under the direction of Jerry Kelly.

Kuhns Richard

2/14/01 Value: 200

Number Books: 10 Number Miscellaneous: 0

Number Manuscripts: 0

Les Beaux arts reduits a un meme principe, 1746; Hudibras, 1744 2v; Son of genius, 1818; Memory of Washington, 1800; New female instructor, 1818; Physiology of love, 1844; Reliques of English poetry, 1823, 3v.

Leiman Leonard

11/10/00 Value: 450

Number Books: 16 Number Miscellaneous: 0

Number Manuscripts: 0

16 Books and a hand-written card related to or by the economists John Maynard Keynes and Harold Laski, many inscribed to Estelle Frankfurter.

Levy Jonathan F.

6/13/01 Value: 4500

Number Books: 1 Number Miscellaneous: 0

Number Manuscripts: 0

The Constitutions of the Several Independent states of America; The Declaration of Independence,; The Articles of Confederation between the said States; The Treaties between His Most Christian Majesty and the United States of America. Published by Order of Congress. Philadelphia: Printed by Francis Bailey in Market Street, MDCCLXXXI.

Nina Mera

4/20/01 Value: 1200

Number Books: 1 Number Miscellaneous: 0

Number Manuscripts: 0

Nina Mera. The Jazz Suite; 21 linoleum cuts by Nina Mera, Fort Bragg, CA: hit and run press, 1995. No. 21 of 51. Signed.

North Louise

9/13/00 Value: 15

Number Books: 1 Number Miscellaneous: 0

Number Manuscripts: 0

John Jay; The Winning of the Peace; Unpublished papers, 1780 -1784.

Oney Steven Thomas

12/18/00 Value: 20

Number Books: 0 Number Miscellaneous: 2

Number Manuscripts: 0

Cape Cod Radio Mystery Theater radio thriller, "The Whirlpool." CD-Rom.
"This Christmas," video transferred from 16 MM black & white film shot 1972 as a student project at Columbia.

Rosenfeld Michael

10/4/00 Value: 55

Number Books: 2 Number Miscellaneous: 0

Number Manuscripts: 1

2 portfolios of Folder. New York, Tiber Press, v. 1,1 Winter 1953 , v1, 2 1954.
1,1 is limited to 500 copies. No. 181. Contains poems by John Ashbery, Kenneth Koch, James Merril, Frank O'Hara, James Schyler (and a playlet) short stories, and original silk screen prints by George Hartigan.
1 folder of notes to Mikhail Karpovich Lectures.

Russell Joseph B.

11/28/00 Value: 50

Number Books: 1 Number Miscellaneous: 0

Number Manuscripts: 0

Rapid Typographers Photo Composition. San Francisco, n.d.

Schaefler Sam and Katalin

11/28/00 Value: 3450

Number Books: 1 Number Miscellaneous: 1

Number Manuscripts: 0

Broadside from Revolution of 1848, Vienna, 12 Oct. 1848.
Drawing from French Revolution F. Walter. Victoire de l'avantgarde Francois Sur l'ennemi, dalns le bois Bergzabren [Bad Bergzabern] le 27 Aug 1793.

Sypher Frank

6/25/01 Value: 50

Number Books: 2 Number Miscellaneous: 0

Number Manuscripts: 0

2 copies Poems of L.E.L from the Bijou Almanac. Edited by F. J. Sypher. NY 2001. no 4 of 100 copies -- Paper Wrappers. No. 2 of 100 copies in boards.

Westvaco

2/24/01 Value: 50

Number Books: 1 Number Miscellaneous: 0

Number Manuscripts: 0

Cather, Will. O Pioneers! n.p., Westvaco, c.2000

Williams Robert Neff

2/2/01 Value: 50

Number Books: 1 Number Miscellaneous: 0

Number Manuscripts: 0

Poe, Edgar Allan. Selected Short Stories. With a foreword by Louis Untermeyer. New York: Editions for the Armed Services, n.d.

No. 767.

2000-2001 Stats

~~June 1, 1999~~

TO: Bernie, Rudolph, Jane, Tanya
FROM: Rose Rose
RE: ~~1998-99~~ Statistics

2000-2001 2000-01

Jean will need statistics for RBML ~~1998-99~~ Annual Report. Please supply figures for following items. Please add other items that you think should be included. Thank you.

Bernie: Collection Development
Manuscripts: Gifts – Linear feet ____
Purchased - Linear feet ____
Other (Transfer) _____
Manuscript processing completed - ____ linear ft., _____ mss items
102 reels of microfilm

Tanya: Bakhmeteff Collections: Gifts - Linear feet _____

Rudolph: Books : Gifts _____
Purchased _____
Other (Transfer) _____

141 v. transferred
35 v. added as secondcopie

Jane: Preservation and Access:
Library Kent books
Science transfers
Plimpton books
Bronk books
gift
Monographs cataloged 2980
Items added to portraits/Ephemera files ø
Dear/Auction catalogs 162
Serial issues added 67? Other Serial Claims 44
P-slips 1617
Binding Cases ____ (299 rare items; 42 non rare; 229 in portfolio binders; ~~670~~ in CM boxes
Items matted 9
Items conserved in-house 26 + work on Urban survey/housing exhibit

Rose: Collections Use
No. of Manuscripts used _____
No. of Books used _____
No. of Bakhmeteff used _____
General Circulation Check Outs (Charges) _____
General Circulation Renewals _____
Total Checks Outs & Renewals _____
Check Ins (Discharges) _____
Photocopy Exposures _____
Reader Visits _____
Sessions in Library _____ (Orientation, Lectures, Tours) _____ No. of People

Liturgical exh - survey
HSL exhibit

Memo
Rare Book & Manuscript Library
Columbia University Libraries

To: Jean Ashton
From: Jennifer B. Lee
Date: 8/21/01
Re: RBML Classes/Events FY 2000/2001

October 2000:
Reception and Open House for CORE faculty, October 5

November 2000:
CORE Lit Hum Class, Rebecca Mechanic, Nov. 16
CORE Lit Hum Class, Francesca Panitzi, Nov. 20
Opening "Type to Print" Nov. 28

December 2000:
Spenser Seminar, Anne Prescott, Barnard College, Dec. 4
(showed first and early editions of Spenser, Sidney, Marlowe, Shakespeare and Ben Jonson, with a few manuscripts from the period)
Phoenix Society, "An Evening With the Elephants" Dec. 4
NYC Technical College, Graphic Design Class, Reiko Ohamura, tour of "Type to Print" Dec. 5
CORE Lit Hum Class, Jeremy Dauber, Dec. 7
CORE Lit Hum Class, Sam Haselby, Dec. 11
Pratt, Typography Class, Peter Bain, tour of "Type to Print" Dec. 15

January 2001:
Book Arts Lecture, David Pankow, Jan. 23

February 2001:
Historian's Craft, Anders Stephanson, Feb. 13
Sophomore English Majors, Jim Shapiro, Feb. 20
(showed a wide variety of materials from the Shakespeare first Folio, to Dickens' *Little Dorrit* in parts, to Allen Ginsberg letters)

March 2001:
CORE Lit Hum Class, Deborah Martinson, March 7
Parsons, Typo II Class, Paul Carlos, tour of "Type to Print" March 13
APHA/ New York tour of "Type to Print" and reception, March 26
CORE Lit Hum Class, Daniel Leonard, March 29
Pratt, Typography Class, return visit, March 30

April 2001:
CORE Lit Hum Class, Liz Weinstock, April 5
BAR 50th Celebration, April 6
Middle Ages & Renaissance, Andrea Solomon, April 12
(examples of various hands from these periods, selected by Consuelo Dutschke and instructor)
CORE Lit Hum Class, Michael Agnew, April 17
Columbia College Parents Special Event, April 20
CORE Lit Hum, Heather Blurton, April 23

May 2001:
CORE Lit Hum, Jeremy Dauber, May 3
Opening Health Sciences Exhibition, May 3

June 2001:
Class of 1966 Reception, June 1

Foreign readers, July 2000-June 2001

England	28
Canada	15
Germany	14
Russia	14
China	13
Japan	12
Italy	11
France	9
Australia	6
Czech Republic	3
Israel	3
Netherlands	3
Spain	3
Sweden	3
Hungary	2
India	2
Ireland	2
Wales	2
Austria	1
Georgia	1
Hong Kong	1
Poland	1
Portugal	1
Scotland	1
Switzerland	1
Turkey	1

$48^2 \times 5$

2412.5

225

16
$240\overline{)4007}$
240
007
$\cancel{4}40$
167

The processing of manuscript collections over the past year has been a mixture of new and old: new collections have been processed and old collections have been reprocessed and encoded.

The **John Howard Griffin** papers is being processed at the highest level possible. The inventory has been scanned, converted it into a *.txt file via OCR and imported the file into our Pro Cite database program. Currently it is being re-foldered.

The **BASR** archives is nearing completion. We have completed the main series. All material is now boxed in 165 banker's boxes. The database is currently being edited for consistency. There are 3,152 records in the database

The papers of Marius **De Zayas** have been processed and published on the WWW. The collections is in 13 boxes and is listed at the folder level..

The **University Seminars** for 1999/2000 have been processed

The **Harrison Salisbury** finding aid has been published on the WWW. The large database of 6,058 details the contents of 680 boxes.

The **Ira Morris** legacy finding aid has been scanned, OCR'd, and entered into a database. The addition has been sorted and is awaiting final processing.

The **Seymour Melman** addition has been completely processed and added to the original gift. A new finding Aid has been produced and published on the Web

The **Mary Lasker** collection is now processed. The database comprises 1,133 records for 811 boxes of material. The finding aid is on the WWW.

The **Ann Greyson** papers have been fully processed and published on the WWW.

The "**Arguing the World Tapes**" list of videotapes has been published on the WWW.

The **H. L.Chang** processing continues. An overall structure of the papers has been agreed upon and a mechanism for description has been established.

C.U. Gifts and Exchange card files. 30 boxes of cards have been listed and published on the WWW

Isidore Schneider Papers (8 linear ft. 20 boxes) have been re-processed and a finding aid was published on the Web and in papers form, 38 pages

Leonidas Westervelt Papers (4.5 linear ft 9 boxes) Have been encoded and published on the Web and in paper from, 9 pages

Davidson Taylor Papers (2.5 linear ft. 5 boxes) Have been encoded and published on the Web and in paper from, 4 pages

Frances Anne Kemble Letters (0.5 linear ft 1 volume) Have been encoded and published on the Web and in paper from, 5 pages

William Mason Autographs of Musicians (0.5 linear ft. 1 volume) Have been fully cataloged and analyzed, and published on the Web and in paper form, 12 pages

Jazz Collection The inventory is complete we are awaiting have been working with the various archivists from the Jazz Center to process the papers relating to Ellington, Armstrong, etc.

William Goldman Papers The processing is complete. The database of 537 records is being edited and the 220 boxes of material is awaiting a final check. A temporary finding aid is on the WWW.

Jerome Moross Papers have been re-processed and published on the WWW. 61 boxes of material. 73 page finding aid.

Florine Stettheimer papers have been re-processed, preserved, and published on the WWW. 15 boxes of material and a database of 379 records.

Frederick Zimmermann letters have been listed and published on the WWW.

Isidore Whitmark papers have been re-processed and published on the WWW. 2 boxes of material. 56 records on database.

Carnegie Archives 550 boxes of additional material has been processed

Seymour Syna Pares have been processed and published on the WWW. 17 boxes of material

In addition **81 collections** have had material added. All of which required AMC updating.

The Finding Aids on the WWW have been redesigned so as to make navigation easier to understand and track. A "Dowload|Print" option has been added. To see this all in action see the action, please see the **Jerome Moross** finding aid on our site and open it using IE.

August 28, 2002

To: Jean
From: Rose

Reference Statistics (RBML & Lehman Suite) FY 2001-2002

Number of Readers - 4,375

Number of manuscripts used - 2,831,897

Number of books used - 7,097

Number of BAR manuscripts used - 624,258

General Circulation (Check outs) - 123,648

General Circulation (Renewals) - 35,174

Total Shelving - 86,243

Total Circulation with Reference - 10,124

Total Circulation without Reference - 7,491

Total Classes, Orientations, Tours held in Library - 119, Number of Attendees - 1,414

Total Photocopies (RBML & Lehman Suite) - 31,893

Permissions granted -

Number of Telephone calls - Collections (Ref. Desk) -
Number of Telephone calls - Administrative (Ref. Desk) -

X-Sender: jbl100@imap.columbia.edu
X-Mailer: QUALCOMM Windows Eudora Pro Version 4.2.2
Date: Fri, 20 Sep 2002 15:46:58 -0400
To: ashton@columbia.edu
From: "Jennifer B. Lee" <jbl100@columbia.edu>
Subject: Exhibit loans

Dear Jean:
Here are the exhibition loans, both outgoing and incoming, for the past fiscal year:

"Treasures from the World's Libraries"
National Library of Australia
December, 2001 - February, 2002
Sigmund Freud, "Massenpsychologie und Ich-Analyse"
Autograph manuscript, 104 pp.

"Foreign Body: Photography and the Prelude to Genetic Modification"
International Center of Photography
January - March, 2002
Six selected plates from:
Bourneville et P. Regnard
Iconographie Photographique de la Salpetriere
Paris: 1879-1880

"Jews and Jurisprudence"
American Sephardi Federation, Center for Jewish History
April - June, 2002
7 items from the Cardozo Papers

Items borrowed by RBML for RBML exhibitions:

Scott Schwartz, New York, New York
3 manuscript volumes and 1 framed manuscript leaf for
"Liturgical Manuscripts"

Allen Tobias, Brooklyn, New York
16 items for
"The Lion for Real"

Please join us for the opening of

FROM HIPPOCRATES TO GRAY'S *ANATOMY*:

Highlights from Archives & Special Collections of the

Augustus C. Long Health Sciences Library, Columbia University

Thursday, May 3, 2001
5:30 – 7:30 p.m.

Exhibition & Reception will be held in
The Kempner Exhibition Gallery
Rare Book & Manuscript Library
Butler Library, 6th Floor East
Columbia University

RSVP 212 – 854 – 2231

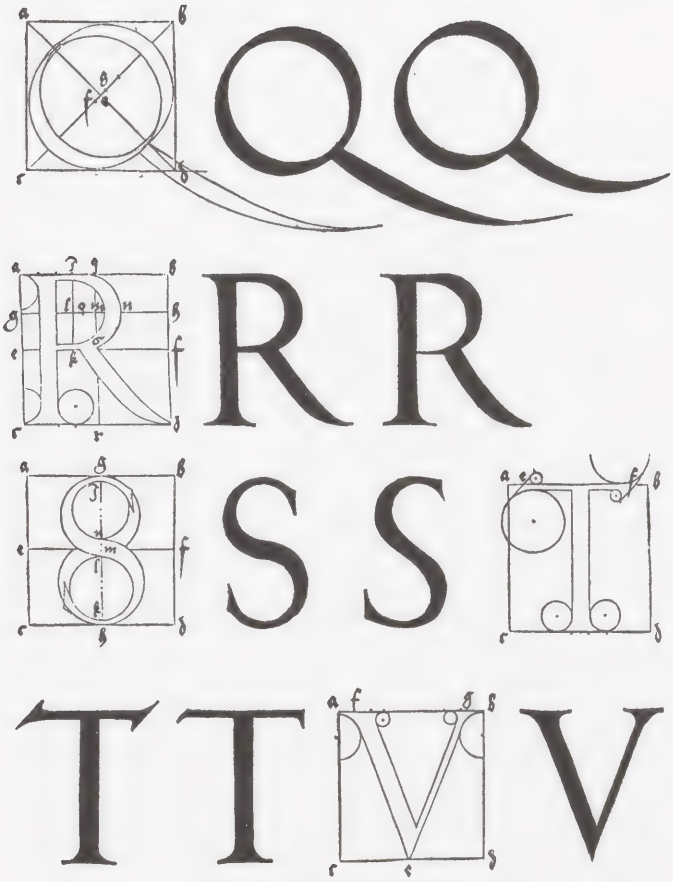
EXHIBITION DATES:

Friday, May 4 – Friday, June 1
Monday, June 25 – Friday, August 24

N.B. The Rare Book & Manuscript Library, Butler Library, 6th Floor, East, exhibition areas and regular reading rooms will be closed for necessary repairs from Monday, June 4 until Friday, June 22, 2001.

Updates will be posted on our web site:
www.rarebooks.columbia.edu

Anatomical figure from:
JACOPO BERENGARIO DA CARPI, 1460? – 1530?
Commentaria cum amplissimis additionibus super anatomia Mondini
Bologna: Hieronymus de Benedictis, 1521
Augustus C. Long Health Sciences Library
Archives & Special Collections
Columbia University, New York, NY



ALBRECHT DÜRER, 1471 – 1528
Underwysung der Messung
Nuremberg: 1525
American Type Founders Company Library
Rare Book & Manuscript Library
Columbia University, New York, NY

On view through March 30, 2001

TYPE TO PRINT:
THE BOOK AND THE
TYPE SPECIMEN BOOK

Celebrating sixty years
of the American Type Founders
Company Library & Museum
at Columbia University

Please join us for the

COLUMBIA UNIVERSITY
RARE BOOK & MANUSCRIPT LIBRARY
ANNUAL BOOK ARTS LECTURE

Tuesday, January 23, 2001
Butler Library
Room 203
6:00 p.m.

DAVID PANKOW
Curator, Melbert B. Cary Jr. Graphic
Arts Collection, Rochester Institute of Technology

THE GEOMETRY OF HUMANISM:
ALBRECHT DÜRER AND THE ROMAN
CAPITAL LETTER FORM

Reception & exhibition viewing to follow.
Rare Book & Manuscript Library
Butler Library, 6th Floor East

RSVP 212 – 854 – 2231

CARNEGIE COLLECTIONS STATS FY 2001

Reference Requests

Mail	14 (since Nov 2000)
Phone	39 (since Nov 2000)
Email	71 (since Nov 2000)
Fax	3 (since Nov 2000)
In person	37
Total	**160**

Material Consulted

On site

183 Boxes
151 Volumes
5 Reels of microfilm

Via ILL

25 Reels of microfilm

Gifts Received 2000-2001

1. Unrestricted Funds
From Accounts, Foundations, ——— $ 7,420.00

2. Duplicate Funds ——— ~~8,961.24~~ ~~9,051~~
(Permission Fees, Sales of Publications) —

3. Price Waterhouse Coopers ——— $100,000*
(*Received by UDAR)

4. Stephen W. Phoenix Society Fund — $17,163

5. Sylvia Radow ——— $ 28,050.00

6. G. Stuhlmann (Otto Rank Fund) ——— 89.77

7. ~~Paul Wallfisch~~
NY Times Fdn ——— $10,000

Jean

Joel Schwartz 202-606-8473

Tel. 760-320-6345 Tel
760-320-6842 FAX

TOPS FORM
7561 WHITE
7562 CANARY

Gift for deposit to Bella Spewack Fund #0-43223			
Donor	Amount	Date of Check	Date Acknowledged
1. The Bank of New York	$1,500.00	11/20/00	11/29/00
TOTAL	**$1,500.00**		

Received by:

Date:

Oral History Research Office

The OHRO is the oldest formal oral history archive in the world. Founded in 1948 by Allan Nevins to record oral autobiographies of the political elite, the collection quickly gained national prominence and expanded to include histories of publishing, business, philanthropy, the arts, medicine, science, journalism, psychoanalysis, and many other professions. The collection is noted for its biographical interviews. OHRO is also considered one of the leading programs for oral history in the nation, and sponsors an annual summer institute that is international in focus. There is a graduate course in oral history taught in the history department, and the directors of the office lecture throughout the university. All four directors of the Office have played a prominent role in the national and international history associations. All have served as president of the national Oral History Association and Ron Grele and Mary Marshall Clark were on the founding council of the International Oral History Association. The Oral History Research Office has expanded its documentary work to include histories of social and political movements under the leadership of the last two directors. Such projects include a substantial history of the civil rights movements, the social movements of the 1960s, women's history and the history of AIDS. In 2001, shortly after the terrorist attacks of 9/11, the OHRO began a large, diverse longitudinal project on the impact of 9/11 on New York City - focusing on interviews with witnesses, survivors, and responders - as well as on communities who suffered in the aftermath of 9/11, including Muslim and Latino immigrants and refugees. Most recently, the OHRO has begun a public outreach program, "Telling Lives," in which oral historians teach youth in schools and after-school programs the techniques of oral history in order to develop tolerance across cultures and to teach research and interpretation skills using primary sources. A current exhibit at the Museum of the Chinese in the Americas reflect a Telling Lives program in Chinatown, MS 131.

The OHRO has been a center for publication of oral history journals, as well as the creation of local and international conferences. In 1997, the OHRO was awarded a Residency Humanities Fellowship Program by the Rockefeller Foundation and over two years sponsored eight fellows from different disciplines in the humanities. The OHRO has also been a center for the public to learn about the discipline and practice of oral history. Workshops and mini-courses are offered to teachers, public historians, archivists, institutions who are developing their own oral history programs. Within Columbia, the OHRO has become an advice center for students and faculty who use oral history in their research. The demand for oral history advising and coursework has increased markedly in the last two to three years. Discussions with the Institutes for African American Studies and Jazz Studies will produce collaborations in the form of projects, as well as courses and course concentrations in oral history.

The OHRO has recently written a draft of its first Strategic Plan, which highlights the increasingly prominent role that the center plays both in the university and between the university and the rich laboratory of New York City.

The OHRO raises money for all of its projects independently of the university budget, with the exception of funding for a series of interviews for the 250th celebration of Columbia, and substantial support it received from the university for its 9/11 projects. The OHRO is dependent on project funding, most of which comes through grants from federal and private agencies. The OHRO also raises an annual amount in gifts to help support the .5 FTE office assistant's position. Though the OHRO is the only one of the major national oral history programs whose operational budget is not funded through the university, it produces more interview hours per year than its competitors by a significant amount, due in part to its historic prominence and the willingness of funders to support its programs.

September 9, 2003

To: Jean
From: Rose

Reference Desk Statistics (RBML & Lehman Suite) FY 2000-2001

No. of Readers - 4,077

No. of Manuscripts Used - 3,571, 391

No. of Books Used - 11,220

No. of BAR Mss Used - 734,677

General Circulation (Check outs) - 109,681

General Circulation (Renewals) - 32,924

Total Shelving - 81,288

Total Circulation with Reference - 13,151

Total Circulation without Reference - 10,162

Orientations, Lectures, Tours, Classes held in Library - 191
No. of Attendees - 3,501

Permissions granted - 121

No. of telephone calls received (Ref desk) - 3,098

No. of administrative calls received (Ref desk) - 4,040

Gifts/Contributions received:

Unrestricted Fund (received from associates) - $ 7,420
Stephen Whitney Phoenix Fund - $17,163
Duplicate Fund (Permission fees & publications) - $8,961
Sylvia Radov - $28,050
Otto Rank Fund (G. Stuhlmann) - $89.77
NY Times Fdn - $10,000
PricewaterhouseCooper - $100,000 (received by UDAR)